

**Participant ID:**    -     -  -  **Visit Code:**   .  **Specimen Collection Date:**   /

Site Number      Participant Number      Chk      Cohort      dd      MMM      yy

# of TUBES or SPECIMENS	PRIMARY SPECIMEN	PRIMARY ADDITIVE	ALIQUOT DERIVATIVE	ALIQUOT SUB	INSTRUCTIONS FOR PROCESSING LAB
<input type="checkbox"/>	Blood (BLD) <i>plasma archive</i>  Collection Time ____:____ hour : min	<b>EDT</b> (purple top)	<b>PL1/2</b>	<b>N/A</b>	Prepare as many 1.5 mL aliquots as possible with a total volume of aliquots ≥ to 4ml. If sample is collected and held at room temp, freeze within 4 hours. If refrigerated after collection, freeze within 24 hours.
	Semen for biomarkers (SEM)  Collection Time ____:____ hour : min	<b>NON</b>	<b>FLD</b>	<b>N/A</b>	Allow to liquidity, separate and freeze supernatant within 4 hours of collection at ≤ -70°C.

**Comments:**

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**Initials:** \_\_\_\_\_  
 Sending Staff      Receiving Staff

**LDMS Data Entry Date:**   /     / \_\_\_\_\_  
 dd      MMM      yy      LDMS Staff

**Purpose:** This non-DataFAX form is used to document collection and entry of study specimens into the Laboratory Data Management System (LDMS).

**General Information/Instructions:** A copy of this form accompanies specimens for storage (in their original specimen collection containers) to the LDMS entry laboratory. Once the specimens have been entered into LDMS, this form is kept on file at the LDMS entry laboratory. If the site chooses, a copy of this completed form may be made once the specimens have been entered into LDMS and the copy kept in the participant's study notebook. This is not required, however. Because this form is a non-DataFAX form, this form should NOT be faxed to SCHARP DataFAX.

**Item-specific Instructions:**

- **Visit Code:** Record the visit code of the visit at which the specimens were collected.
- **TUBES or SPECIMENS COLLECTED:** In the box provided, record the total number of tubes or specimens collected for that primary specimen type. If no LDMS specimens of the primary specimen type were collected, record "0."
- **Primary Specimen, Primary Additive, and Aliquot Derivative Codes:** See table below for a listing of the codes.

BLD: Whole Blood	NON: No Additive	SWB: Swab
CVB Cervical Biopsy	MET: Methanol lysate	REC: Rectal
CEN: Cell Pelet	NSL: Normal Saline	RPM: RPMI Transport Media
CER: Cervix	PBS: Phosphate buffered saline	TIS: Tissue
CTB: Cytobrush	PL1/2: Single or double spun plasma	VGL: Vagina
EDT: EDTA	SEM: Semen	
FLD: Fluid Supernatant	SPG: Sponge	

- **Initials – Sending Staff:** The clinic staff person who completed the form and/or who is sending the LDMS form and specimens to the LDMS entry lab, records his/her initials here.
- **Initials – Receiving Staff:** The laboratory staff person who received this form (and the LDMS specimens accompanying the form), records his/her initials here.
- **LDMS Data Entry Date:** Record the date the LDMS specimens listed on this form were entered into LDMS.
- **LDMS Data Entry Date – LDMS Staff:** The LDMS laboratory staff person who entered the specimens into LDMS, records his/her initials here.