## LDMS Specimen Tracking Sheet

**For login of stored specimens into LDMS**

### Participant ID:
- Site Number
- Participant Number
- Chk

### Visit Code:
- Specimen Collection Date:
  - dd
  - MMM
  - yy

### # of TUBES or SPECIMENS

<table>
<thead>
<tr>
<th>PRIMARY SPECIMEN</th>
<th>PRIMARY ADDITIVE</th>
<th>ALIQUOT DERIVATIVE</th>
<th>ALIQUOT SUB</th>
<th>INSTRUCTIONS FOR PROCESSING LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood (BLD) plasma archive</td>
<td>EDT</td>
<td>PL1/2</td>
<td>N/A</td>
<td>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.</td>
</tr>
<tr>
<td>Blood (BLD) PK single time-point</td>
<td>EDT</td>
<td>PL1/2</td>
<td>N/A</td>
<td>Centrifuge, split, and label two or more cryovials with a minimum of 1.5mL of plasma in each cryovial. Freeze within 8 hours of blood collection.</td>
</tr>
<tr>
<td>Cervicovaginal Lavage (CVL)</td>
<td>NSL</td>
<td></td>
<td></td>
<td>CVL supernatant for biomarkers. Freeze at ≤ -70°C within 8 hours of collection.</td>
</tr>
<tr>
<td>Cervicovaginal Lavage (CVL)</td>
<td></td>
<td></td>
<td></td>
<td>CVL supernatant: 3 or more additional aliquots (used for backup or future testing marked “extra CVL”) and frozen at ≤ -70°C within 8 hours of collection.</td>
</tr>
<tr>
<td>CVL supernatant: suspended in 0.5 mL of normal saline &amp; frozen at ≤ -70°C within 8 hours of collection.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Comments:

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### Initials:
- Sending Staff
- Receiving Staff
- LDMS Data Entry Date: dd
- MMM
- yy
- LDMS Staff

**Updated: 11Feb2014**
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 | IVR: Used Intravaginal Ring | SWB: Swab |
  | CVB Cervical Biopsy | N/A: Not Applicable | RPM: RPMI Transport Media |
  | CEN: Cell Pellet | NON: No Additive | TIS: Tissue |
  | CER: Cervix | NSL: Normal Saline | VAG: Vaginal Swab |
  | CTB: Cytobrush | PAC: Port-a-Cul | VGL: Vagina |
  | EDT: EDTA | PBS: Phosphate buffered saline | |
  | FLD: Fluid Supernatant | PL1/2: Single or double spun plasma |

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- **LDMS Data Entry Date:** Record the date the LDMS specimens listed on this form were entered into LDMS.

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### Participant ID:
- **Site Number**
- **Participant Number**
- **Check**

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- **Specimen Collection Date**
  - **dd**
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| 1                        | Cervical cytobrush (CER)  
**Flow Cytometry**  
**CASE & Pitt only**  
**Collection Time**  
- **hour : min**  
**RPM**  
**CTB**  
**N/A**  
**Keep on ice and deliver to Flow Cytometry ASAP to process within 2 hours from collection.** |
| 2                        | Cervical tissue biopsy (CVB)  
**for PK**  
**1:Collection Time**  
- **hour : min**  
**NON**  
**TIS**  
**N/A**  
**Collect 2 biopsies and place each tissue in a cryovial, immediately freeze, and store at \(-70\)°C**  
**Freezing Time for both Biopsies**  
- **hour : min**  
- **mg**  
- **Post-weight**  
- **Pre-weight**  
- **Net weight** |
| 3                        | Vaginal Swab (VGL)  
**For Biomarker**  
**Collection Time**  
- **hour : min**  
**PBS**  
**SWB**  
**N/A**  
**Place Dacron swab in 400 uL PBS, freeze within 8 hours, and store at \(-70\)°C.**  
**Freezing Time**  
- **hour : min** |

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<tr>
<td></td>
<td>Vaginal Swab (VGL) for PK</td>
<td>NON</td>
<td>SWB</td>
<td>N/A</td>
<td>Put on ice immediately and freeze at ≤ -70°C within 2 hours of collection. Freezing Time: __ <strong>:</strong> __ hour : min. Post-weight - Pre-weight = Net weight mg.</td>
</tr>
<tr>
<td></td>
<td>Vaginal Smear (VAG) for Gram Stain</td>
<td>NON</td>
<td>SLD</td>
<td>GRS</td>
<td>Write the PTID and specimen collection date on one the frosted end of the slide. A SCHARP-provided PTID label is to be placed on the underside of the slides.</td>
</tr>
<tr>
<td></td>
<td>Vaginal Culture (VGL)</td>
<td>PAC</td>
<td>SWB</td>
<td>N/A</td>
<td>Insert 2 Dacron swabs into PAC, and ship overnight on ice packs to MTN NL on the day of collection.</td>
</tr>
<tr>
<td></td>
<td>Used Vaginal Ring (IVR) for residual PK</td>
<td>NON</td>
<td>IVR</td>
<td>N/A</td>
<td>Rinse (in a cup) and blot dry used ring and place into a labeled biohazard bag. Store at room temperature.</td>
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