|  |
| --- |
| **GENERAL INSTRUCTIONS** – delete this box from the completed form. Red text represents instructions to you – to be deleted from the final version.**NOTE: This form is designed to be a starting point on a Biospecimen Storage and Tracking Log. Update it as necessary for your specific study.** * Record specimens in the tracking log as they are collected, and update shipment information as specimens are shipped. If your study does not ship samples to an external site, delete these columns.
* Shipping columns may also be altered to document other types of sample tracking including storage locations internally.
* All log columns are provided as an example. Please update to reflect the needs of the study.
* This type of log can be easily tracked in REDCap as opposed to a paper form in a regulatory binder.
* Additional pages should be printed or rows added as required for study needs.
* Page numbers do not automatically update as it is unknown how many pages will be necessary for the entire study. The page information in the footer should be added when specimen collection is complete and no additional shipping or storage updates are expected to occur.
* Delete the CRRO template version date and add in the study-specific version date of this document.
 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Participant ID | Visit | Specimen Type | Specimen ID  | Date Collected | Date Shipped | Tracking # | Comments |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |