

Instructions For Handling Patient Samples

Sample Arrival

When you receive a blood kit, you can find the study protocol in this binder to determine if the correct tubes and number of tubes are there. Fill out the blood kit log under the corresponding study section, in the binder located on the shelf above the PC. Be sure to record the family and patient number, which you will get once the kit is checked into the database, and whether or not it was a complete kit as well as your initials. You should also fill out the sample data sheet for each patient kit. These are also located in the blood kit binder.

You can log onto the clinical database through the Behrens website www.behrenslab.org, you must have a login name and password. Be sure to use the PC located against the back wall of the BSBE lab, this is where the wand is located.

Click on *Check-In Blood Kit*, than scroll down to the desired study. You will be prompted to enter a barcode, at this point you can use the scanner to scan any one of the barcodes located on the blood tubes. If there is a *blood kit* barcode located on the packaging, you can use this.

Choose the amount and type of sample barcodes that you need to print, based on the protocol sheet for the particular study. If you received SST tubes for serum, be sure to mark whether or not protease inhibitor was added*. Click on *Add*, this will add the samples to the database, than click on *Barcode Samples*. You will see the list of barcodes to be generated and will have to go to page set up to set your margins. First, make sure the printer is set to Zebra HT-146 then under the drop down menu, choose 1.25 x 1.00, this is the size of the labels. The left margins should be set at 0.3 and the rest set at 0 and click print.

At this time, the computer has generated a spot in appropriate boxes for the samples to be stored in. Under the specific study, choose *box samples*. You will be prompted to choose the freezer and then the kind of sample to box. There will be a list of samples with their patient number and the type of sample. Check the box you want to use and the samples to be boxed, according to sample type. Scroll down and the click box. The computer will generate spots for these and you can click on the link to print out the box map. This will ensure that the samples are put away in the correct spot.