

**Optimal management of RA patients
who require Biologic Therapy
(ORBIT Study)**

SAMPLING MANUAL

VERSION (1.0)

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PEAC CENTRAL LABORATORY – CONTACT NUMBERS

Monday – Friday, 9:00am – 5:00pm

COUNTRY	TELEPHONE NUMBERS
UNITED KINGDOM	+44 (0) 207 882 2111

E-MAIL	FAX
t.kamalati@qmul.ac.uk	+44 (0) 207 882 6104

CENTRAL LABORATORY – SPECIMENS TO BE RETURNED TO:

PEAC Central Laboratory
 Centre for Experimental Medicine & Rheumatology
 2nd Floor, Sir John Vane Science Centre
 William Harvey Research Institute
 Barts & The London School of Medicine & Dentistry
 Charterhouse Square, London. EC1M 6BQ. UK.

TO RE-ORDER PEAC CLINICAL PACKS/SUPPLIES

CONTACT DETAILS

Rita Jones: Tel: +44 (0) 207 882 8194 or email: m.r.jones@qmul.ac.uk

Becki Hands: Tel: +44 (0) 207 882 8195 or email: r.e.hands@qmul.ac.uk

IMPORTANT INFORMATION

SAMPLE LOG SHEET

Sample log sheets are supplied at the back of the manual. Please log the following information:

CENTRE

SAMPLE ID: assigned sample ID number

DATE: day/month/year of sample collected

TIME: time of sample collections (24hour clock)

LOCATION: where samples are stored before shipment

NAME: printed name of person responsible for sample processing & storage

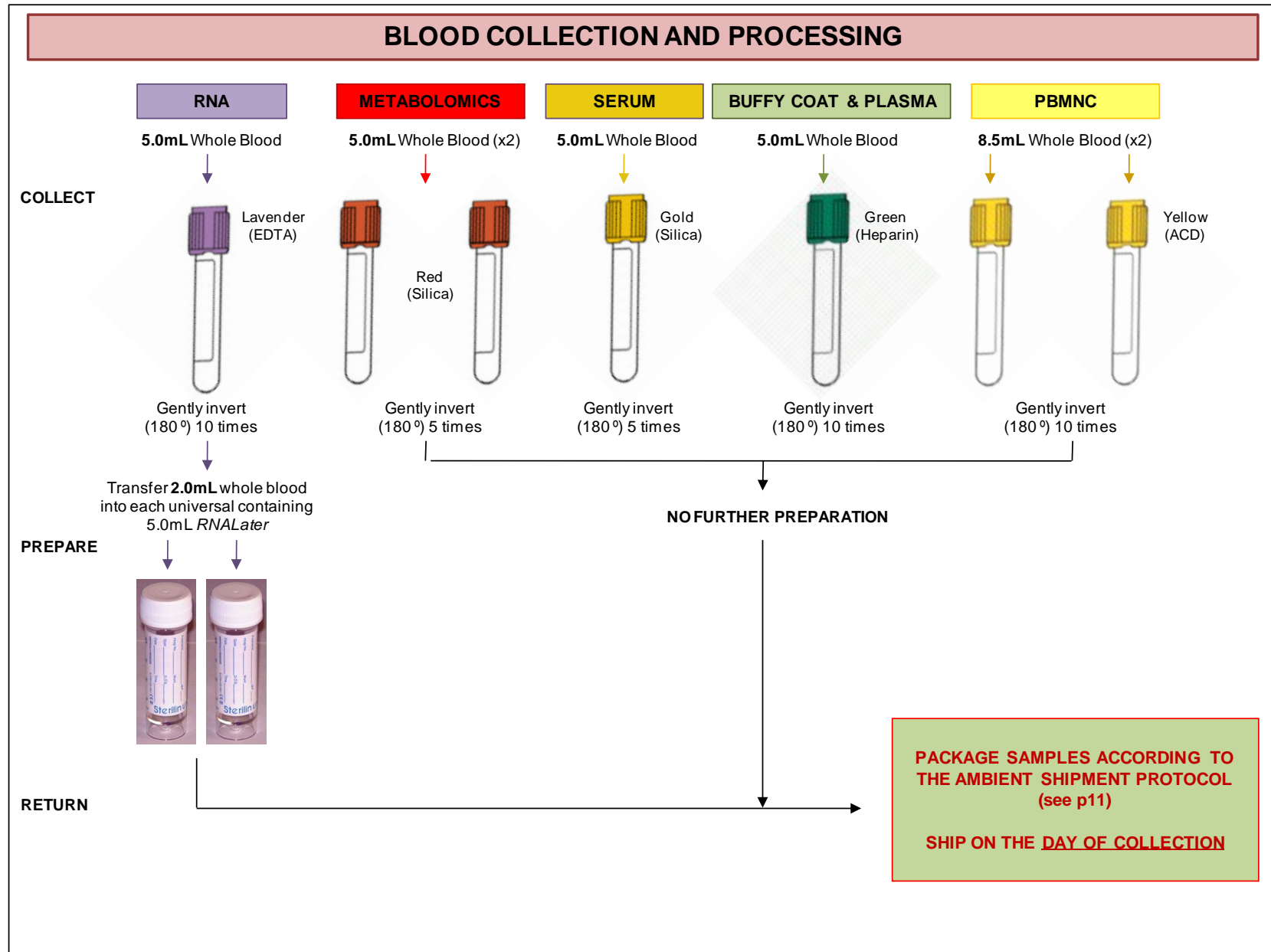
SIGNATURE: signature of person responsible for sample processing & storage

SHIPPED TO CENTRAL LAB

DATE: date of sample shipment to the Central Laboratory

NAME: printed name of person responsible for sample processing & storage

SIGNATURE: signature of person responsible for shipping samples



SUMMARY: BLOOD SPECIMENS TO RETURN TO CENTRAL LABS**SHIPPING****BLOOD SAMPLES****DAILY
Ambient**

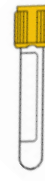
Whole blood in
RNALater



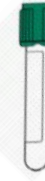
Serum Metabolomics (x2)



Serum



Buffy Coat & Plasma



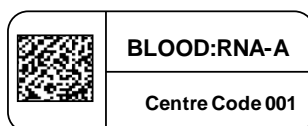
PBMNC (x2)



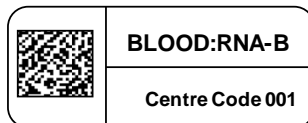
RETURN IN VACUTAINERS

SPECIAL PROCEDURES

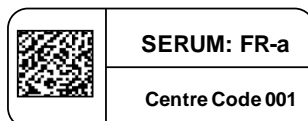
SPECIMEN TUBE BARCODE LABELS



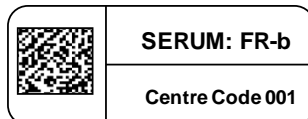
Whole blood in RNA-Later



Whole blood in RNA-Later



Serum (Metabolomics) – frozen



Serum (Metabolomics) – frozen



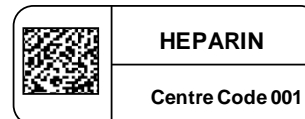
Blood – PBMC (Yellow)



Blood – PBMC (Yellow)



Blood - Serum separator (Gold)

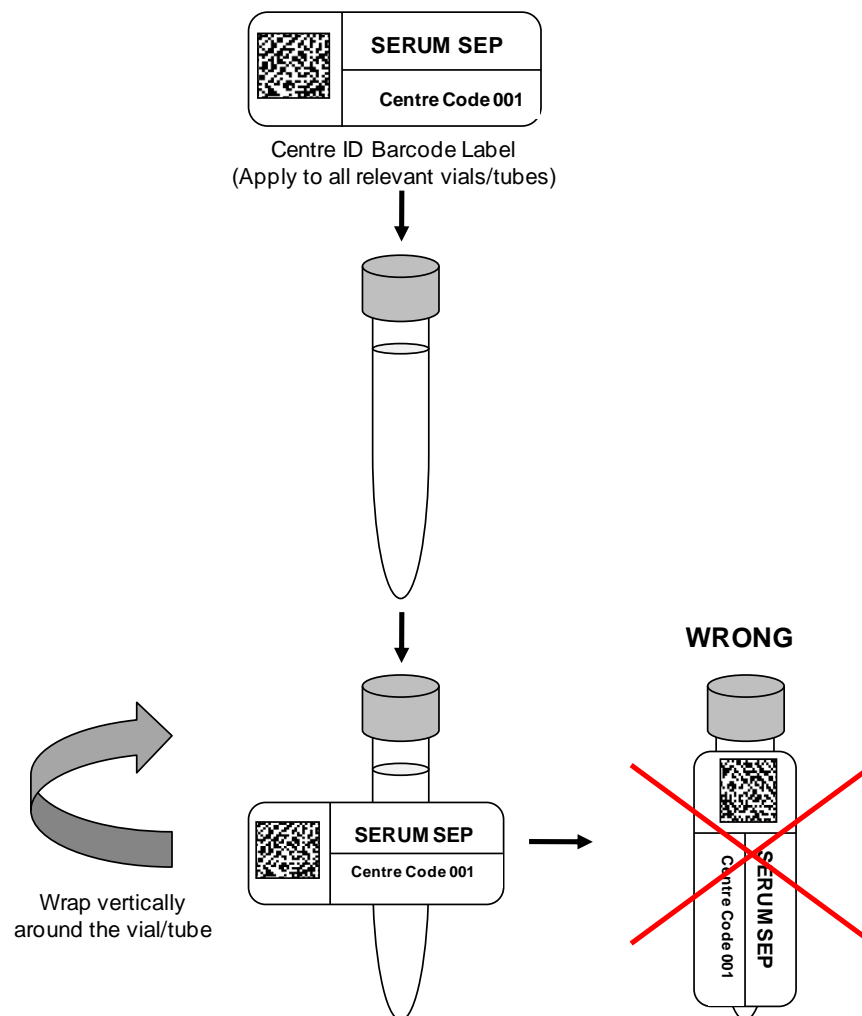


Blood – Buffy coat & Plasma (Green)

SPECIAL PROCEDURES

SPECIMEN TUBE LABELLING (QMUL sample labels shown as an example)

1. Select the required barcode label(s).
2. Label the tubes to be returned to the central laboratory and confirm that subject identification and other required information is correct.
3. When applying the labels, place the label in the vertical position. Do not wrap the label around the tube horizontally.
4. Do not adhere the label on the cap of the tube. Do not cover any essential written information with the label.
5. Adhere the label to the tube as shown:



PACKAGING AND TRANSPORT

DANGEROUS GOODS

The shipment of “dangerous” goods (such as certain chemicals) is subject to local, national and international laws and regulations (or individual airline requirements).

The person(s) preparing the “dangerous goods” for shipping is/are responsible for ensuring that the package, when shipped, meets the requirements of all applicable laws (including any training requirements).

The technical information presented in this manual is not intended to be, and should not be considered as, regulatory training in the handling of “dangerous goods”. Any questions you may have about requirements for shipping dangerous goods should be directed to appropriate consultants, counsel, or your appropriate regulatory authorities.

Diagnostic specimens that are transported by air must be packaged according to IATA Packing Instruction 650. For a complete description of all requirements to prepare and transport safely a consignment of diagnostic specimens, please consult the current year’s Dangerous Goods Regulations (DGR) published each year by the International Air transport Association (IATA).

- The packaging must be marked “UN3373 BIOLOGICAL SUBSTANCE, CATEGORY B”.

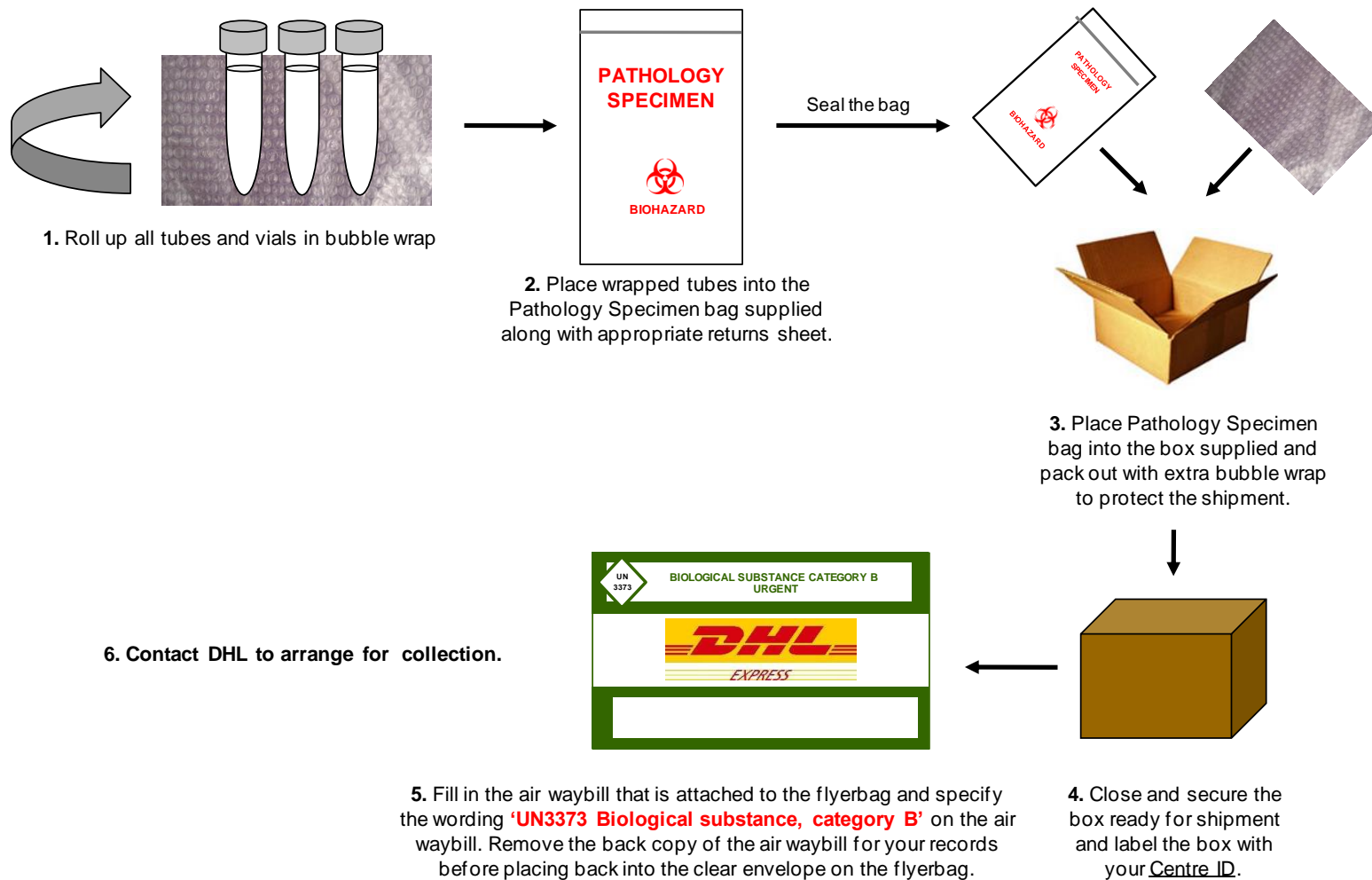
IATA Note: *Diagnostic specimens shipped in carbon dioxide, solid (dry ice), or liquid nitrogen must comply with the provisions of the DGR applicable to those substances in addition to the requirements of Packing Instruction 650.*

It is imperative that sites follow the Packing Instruction 650 to ship their specimens, as failure to do so may result in a package being denied for transport and/or the shipper being fined.

SPECIFIC COURIER (All Centres)

Ambient Sample Shipment: DHL

SHIPMENT - AMBIENT SAMPLES



DHL SHIPMENT - AMBIENT SAMPLES

1. Call DHL to collect samples when ready to ship to the UK centre.

DHL Contact Number (UK Only)

Tel: +44 (0)844 248 248

2. You will possibly be asked to provide our PEAC account number which is on the air waybills (**section 2**).

PEAC Acc. No. 182682122

3. You may be asked to confirm where the samples are to be sent (**section 2** on the air waybill):

FAO: Rebecca Hands/Rita Jones

2nd Floor, Sir John Vane Science Centre,
William Harvey Research Institute,
Barts and the London School of Medicine and Dentistry,
Queen Mary University of London,
Charterhouse Square,
London. EC1M 6BQ
Tel: +44 (0) 207 882 8195
Email: r.e.hands@qmul.ac.uk or m.r.jones@qmul.ac.uk

4. You may also be asked to provide a rough weight of the package, the number of packages, and the dimensions of the box(es) (fill in **section 4** on the air way bill).
5. You must fill in a brief description of what you are shipping (fill in **section 5** on the air way bill) and let DHL know it is an ambient shipment.
6. Finally you must sign and date the air waybill and keep the TOP copy for your records.

We ask that **ambient shipments** are sent out as soon as possible, preferably to get to us by 12pm the following day.

We also ask that you provide a **completed check list** with each set of patient samples (ambient and frozen) so we can check what has been shipped and received.

You must enter the details of samples collected onto the PEAC biobank (see **PEAC Biobank tutorial** guide provided on the PEAC website) website using the next consecutive sample number.

COMPLETING THE AIR WAYBILL (DHL)

- ❑ Ensure you select an appropriate air way bill for your shipment(s)
- ❑ Fill out the relevant sections of the transport document including the number of boxes shipped and total weight.
- ❑ Ensure the document is signed and dated.
- ❑ Keep the back copy of the air way bill so you have a record number should we need to trace the package.
- ❑ When shipping several packages, prepare as indicated, make a copy of the transport document and attach a copy of the document to each package. Ship individually. Do not tape together.

1 Payer account number and insurance details. Please choose the method of payment. For transport charges to be paid by the receiver or third party, specify the payer's account number. If this is not specified, the invoice will be sent automatically to the sender. To insure your shipment, please specify the value of your shipment.

2 Shipper's account number. If you have an account number, please enter it here. If you do not have an account number, please leave this field blank.

3 Shipper's contact person name.

4 Shipper's reference. Enter any reference number that might help you to identify the shipment in the future. Please note that the first TWELVE characters of the sender's reference will appear on your invoice.

5 Shipper's company name.

6 Shipper's address.

7 Shipper's postal code.

8 Shipper's telephone number, fax number or email address.

9 Receiver's company name.

10 Receiver's full address. Please note that DHL will not deliver to post boxes.

The form is titled 'DHL Shipment Air Waybill' and includes a tracking URL. It is divided into several sections:

- 1 Payer account number and insurance details:** Includes fields for Payer Account No., Shipment Insurance (one reverse), and Shipper's account number.
- 2 From (Shipper):** Includes fields for Shipper's reference, Company name, Address, and Postal/Zip Code.
- 3 To (Receiver):** Includes fields for Receiver's company name, Delivery address, and Postal/Zip Code.
- 4 Shipment details:** Includes fields for Total Weight, Pieces, Dimensions (Length, Width, Height), and Dimensions (kg, cm).
- 5 Full description of contents:** Includes a field for a full description of the contents.
- 6 Products & Services:** Includes checkboxes for various services like Insurance, Signature, and others.
- 7 Shipper's agreement (Signature required):** Includes a field for the shipper's signature and date.

 Numbered callouts 1 through 19 point to specific fields on the form:

- 1: Payer account number and insurance details.
- 2: Shipper's account number.
- 3: Shipper's contact person name.
- 4: Shipper's reference.
- 5: Shipper's company name.
- 6: Shipper's address.
- 7: Shipper's postal code.
- 8: Shipper's telephone number, fax number or email address.
- 9: Receiver's company name.
- 10: Receiver's full address.
- 11: Receiver's postal code.
- 12: Receiver's contact person name.
- 13: Receiver's telephone number, fax number or email address.
- 14: Shipper's authorisation and signature.
- 15: Shipment details.
- 16: Full description of the contents.
- 17: Product and Services.
- 18: Shipper's agreement (Signature required).
- 19: Air Waybill number.

- **STEP 1** Ensure that your shipment is packed and secured.
- **STEP 2** Fill in the Air Waybill.
- **STEP 3** Ensure all accompanying documents (e.g. Proforma Invoice) are attached.
- **STEP 4** Call a DHL Service Centre for pick-up or drop off.

Sample Returns (Ambient) Check List

All tubes to be returned to the central laboratory
on a **daily** basis from PEAC Centres (per patient)

Patient PEAC ID:

Item	No.	
SST tubes X mL (Gold)	x1	<input type="checkbox"/>
ACD tubes X mL (Yellow)	x2	<input type="checkbox"/>
Heparin-coated tubes X mL (Green)	x1	<input type="checkbox"/>
Silica-coated tubes X mL (Red)	x2	<input type="checkbox"/>
Universals (Syn.Fluid)	x2	<input type="checkbox"/>

Please return this check list with the relevant sample identifying the samples that have been returned to the central laboratory.