



TARDIS - Working Practice Document – No: 46

Title: Sending blood samples to the trial office

All sites participating in TARDIS will send all trial collected blood samples to the trial office for analysis. The trial office will contact an investigator at the site to make them aware that a courier will be contacting them to arrange the delivery. They will arrange a time slot that best suits the site (should be no more than a two hour slot, for example 9:00-11:00). The courier will provide all the necessary packaging (dry ice) and relevant outer labels.

Please ensure your email signatures, including contact details are up to date, as the courier will use the telephone number in your email signature to contact you unless otherwise stated. If necessary the site can provide a different contact number to the trial office.

For further information on packaging and biosafety see the WHO website below: http://www.who.int/csr/resources/publications/biosafety/WHO_CDS_EPR_2007_2cc.pdf

Labelling samples:

All blood samples must have these identifying features below labelled on the tube using a cryoware pen (the samples should have already been labelled by the time of collection):

- 1) Date of collection and day of collection (Day 0, 7 or 35)
- 2) Centre number
- 3) Patient trial number
- 4) Patient initials
- 5) Sample type (serum, plasma, DNA etc.)

There should be one bag of blood samples per patient. This makes the cross-referencing of the samples easier.

Please ensure you send the freezer log before the samples are collected to the trial office so when the bloods arrive they can be cross-referenced to ensure all blood samples have arrived. If there are any missing blood samples or discrepancies, the site will be contacted immediately to resolve these issues (table below shows which sample is collected at each time point).

	DNA	Serum	Plasma	P-Selectin
Day 0	Date ____	Date ____	Date ____	Date ____
Day 7	Date ____	Date ____	Date ____	Date ____
Day 35	Date ____			

– Taken only once on either day 0, 7 or 35 (must have been consented)

If there are freezer issues containing trial blood samples please contact the trial office immediately. The trial office will then advise the most appropriate action to take.