



Clinical Trials Checklist

Collectors Name: _____ Case Number: _____

Tubes are glass so handle with extreme care!

1. Inspect the kit before you start the collection. ☐
2. Confirm gel wrap is at ambient room temperature (by touch). ☐
NOTE: Do NOT follow the gel wrap instructions or any instructions printed on the shipping box.
3. At the time of collection, complete the **Date of Collection on the blood tube labels and the Subject ID Number** (See Policy Number on Case Worksheet). ☐
4. Date should be in the format DDMMYYYY. ☐
Example 09SEP2020 (MUST spell out the first three letters of the month)
5. **Time must be in military format: HH:MM** (ex. 3:15 PM is 15:15) ☐
A conversion chart is included in your kit.
6. Draw the whole blood into each tube, filling the tube completely. ☐
 - a. **Fill blood tubes in order of the accession number**
 - b. Remove tube from adaptor and **immediately** invert the tube 180 degrees 10 times, while collecting the next blood tube. ☐
 - c. Ship all five tubes even if some are unfilled. ☐
7. Requisition Forms: ☐
 - a. Complete the participant's year of birth and Subject ID number. ☐
 - b. Complete the collection date and time. ☐
8. Place the original White copy of the requisition form back in the kit. ☐
9. Place the gel wrap and contents inside the insulated foil bag, seal, place in kit box. ☐
10. Blood does not get spun down and should be shipped as is. ☐
11. Ship via Federal Express the same day as collection. ☐
12. **Image yellow copy of the requisition form and this completed Checklist.** ☐
 - a. Once you confirmed the image is visible on APPSLive, the yellow copy must be shredded in a cross-cut shredder or returned to your field office. ☐
 - b. Do **NOT** place this Checklist in kit. ☐

Military Time Conversion

1:00 a.m.	0100	1:00 p.m.	1300
2:00 a.m.	0200	2:00 p.m.	1400
3:00 a.m.	0300	3:00 p.m.	1500
4:00 a.m.	0400	4:00 p.m.	1600
5:00 a.m.	0500	5:00 p.m.	1700
6:00 a.m.	0600	6:00 p.m.	1800
7:00 a.m.	0700	7:00 p.m.	1900
8:00 a.m.	0800	8:00 p.m.	2000
9:00 a.m.	0900	9:00 p.m.	2100
10:00 a.m.	1000	10:00 p.m.	2200
11:00 a.m.	1100	11:00 p.m.	2300
12:00 p.m.	1200	12:00 a.m.	2400

To add minutes; e.g. 9:15 AM would equal 0915 Hours

9:15 PM would be 21:15 Hours