**Form 51.030A: Site Sample Log Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Study Site ID** |  |  |  |  |  |
| **Participant Study Samples for transfer to [*NHSGGC Lab*]** | **Patient Study I.D** |  |  |  |  |  |

**Please complete one form per patient per visit**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Study Title:** | |  | | | | | | | | | | | | | | | |
| **Visit number:** | |  | | | | | | | **Protocol version:** | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Visit/Sample Date** | | | D | | D | | M | M | | M | | Y | Y | | Y | Y |  |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **INSTRUCTIONS** | | | | | | | | | | | | | | | | | |
| [*Include summary of sample type, collection and storage details. Include sample kit and labelling system checks*] | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **SAMPLE LOG** | | | | | | | | | | | | | | | | | |
|  |  | | |  | |  | | | | |  | | |  | | | |
| **Sample type** | **Time sample obtained**  **(HH:MM)** | | | **Centrifuge start time**  **(HH:MM)** | | **Separated and frozen**  **(Initial)** | | | | | **Freezer entry time**  **(HH:MM)** | | | **Comments**  **(Record details if sample not collected)** | | | |
| SAMPLE 1 |  | | |  | |  | | | | |  | | |  | | | |
| SAMPLE 2 |  | | |  | |  | | | | |  | | |  | | | |
| SAMPLE 3 |  | | |  | |  | | | | |  | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SHIPPING**  **[include sample list to check off as necessary]** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Packaged and shipped by: | | | SIGNATURE | | | | | | | |  |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Date: | D | D | | M | M | M | Y | Y | Y | Y |  |
|  | | | | | | | | | | | |

**Document Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prepared by** | Lynsey Gillespie | **Signature** |  | **Date** |  |
| **Approved by** | Samantha Carmichael | **Signature** |  | **Date** |  |

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Description** |
| 1.0 | 24/05/18 | Version 1 created |
| 2.0 | 25/01/2024 | Change of Author and minor updates |