
Courier Transfer of Samples from the Children's Healthcare of Atlanta (CHOA) Center for Advanced Pediatrics (CAP) to the Emory University Children's Clinical and Translational Discovery Core (CTDC)

Purpose

The purpose of this document is to outline the process by which clinical trial patient samples will be transferred from the Children's Healthcare of Atlanta (CHOA) Center for Advanced Pediatrics (CAP), by South Florida Express, to the Emory University Children's Clinical and Translational Discovery Core (CTDC).

Addresses

Children's Healthcare of Atlanta (CHOA) Center for Advanced Pediatrics (CAP)

1400 Tullie Road NE, Room 5126, Atlanta, GA 30329

Emory University Children's Clinical and Translational Discovery Core (CTDC)

1760 Haygood Drive, E-264, Atlanta, GA 30322

Contact Information

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Process

1. Upon arrival at the Children's Healthcare of Atlanta (CHOA) Center for Advanced Pediatrics (CAP), see address above, a courier will be escorted to the Emory Processing Laboratory.
2. After entering the laboratory (see Appendix I), the courier will retrieve samples from three locations:
 - a. An under-counter refrigerator (Appendix II and III)
 - b. An under-counter freezer (Appendix II and IV)
 - c. A black basket containing room temperature samples (located outside freezer; Appendix V)
3. Locate the sample log (Appendix VI) that details the storage requirements of each sample.
4. Verify that the items on the transfer form match the items that are placed in the pickup locations. Any discrepancies can be briefly detailed on the sample transfer form.
5. Write the date and time of sample pickup as well as your initials on the sample transfer form.
6. All samples will then be transferred in the same manner at which they were stored (room temperature, refrigerated or frozen).
7. Upon arrival at the Emory University Children's Clinical and Translational Discovery Core (CTDC), the courier should place all samples in the appropriate storage location (Appendix VII).
8. The courier should leave the sample log in the dark grey paper tray (as pictured in Appendix VII).



Appendix I. Children's Healthcare of Atlanta (CHOA) Center for Advanced Pediatrics (CAP) Emory Processing Laboratory Main Door.



Appendix II. Sample storage location within the Children's Healthcare of Atlanta (CHOA) Center for Advanced Pediatrics (CAP) Emory Processing Laboratory. Freezer/-20°C (left) and Refrigerator/4°C (right).



Appendix III. Children's Healthcare of Atlanta (CHOA) Center for Advanced Pediatrics (CAP) Emory Processing Laboratory Refrigerator/4°C.



Appendix IV. Children's Healthcare of Atlanta (CHOA) Center for Advanced Pediatrics (CAP) Emory Processing Laboratory Freezer/-20°C.



Appendix V. Children's Healthcare of Atlanta (CHOA) Center for Advanced Pediatrics (CAP) Emory Processing Laboratory Room Temperature Basket located outside Freezer/-20°C.

Appendix VI

Sample Transport Log

Pickup Address:

Children's Healthcare of Atlanta (CHOA) Center
 for Advanced Pediatrics (CAP)
 1400 Tullie Road NE, Rm 5126, Atlanta, GA 30329

Drop-off Address:

Emory University Children's Clinical and
 Translational Discovery Core (CTDC)
 1760 Haygood Drive, E-264, Atlanta, GA 30322

Date	Time	Name	Sample Location (circle)
			Room Temp / Refrigerator / Freezer
			Room Temp / Refrigerator / Freezer
			Room Temp / Refrigerator / Freezer
			Room Temp / Refrigerator / Freezer
			Room Temp / Refrigerator / Freezer
			Room Temp / Refrigerator / Freezer

-----To Be Filled Out By South Florida Express ONLY-----

Sample Pickup	
Date	
Time	
Courier Initials	

Sample Drop-off	
Date	
Time	
Courier Initials	

Comments: _____



Appendix VII. Emory University Children's Clinical and Translational Discovery Core (CTDC) refrigerator (bottom) and freezer (top).