

Drop-off Checklist for Research Samples to be Processed/Accessioned at the PRP

Please review the checklist below before dropping off your research samples to the Pathology Research Portal. Please notify when the first sample will be sent to Pathology Research Portal.

1	PATHOLOGY RESEARCH PORTAL REQUISITION COMPLETION	
A	Patients are Identified: Please fill out NAME, MRN, DATE OF BIRTH, and GENDER	
B	Patients are DE-Identified: Please fill out ANONYMOUS ID, YEAR OF BIRTH, and GENDER	
C	Draw Date and Time are documented	
D	Requested Tests are marked Clearly	
E	Limit ONE Patient per Requisition	

2	BLOOD TUBE PREPARATION	
A	Blood Tubes are Labeled and match the information on the requisition	
B	Labels are affixed onto the blood tube so that the patient name reads along the length of the tube when the tube is held horizontally with the colored-cap facing the left-hand side.	

3	URINE CUP PREPARATION	
A	Urine cups are labeled and match information on requisition	
B	Urine cups are closed and sealed securely	

4	LAB KIT PREPARATION	
A	Copy of lab kit processing instructions included	
B	Cryovial and requisition IDs match	
C	Storage policy (below) read and understood	

5	LAB SAFETY	
A	Advance notification is required for accepting samples containing biohazard materials approved by IBC.	
B	No food or drinks are allowed in the laboratory.	

STORAGE POLICY: The Pathology Research Portal will retain frozen samples for up to **5** business days free of charge. After this "short-term" storage period, samples will be moved into long-term storage and will begin to incur the monthly storage fee which will continue to be incurred for every month thereafter. See storage fees on the PRP website: <http://pathology.ucla.edu/body.cfm?id=382>.

SPECIMENS PICK UP POLICY:

- Specimen pick up on the same date of collection can be retrieved after processing is done with no appointment needed.
- Specimens that are stored in the SHORT TERM storage (5-business days) MUST call the PRP laboratory to schedule a specimen retrieval.
- Specimens that is stored in the LONG TERM storage (> 5 business days) MUST make an appointment to the PRP staff by e-mailing (ResearchPortalTroubleshooting@mednet.ucla.edu).
- Only authorized study personnel listed on study application may pick up stored samples.

Studies **APPROVED** for Testing/Processing outside of regular business hours should send specimens directly to Ronald Reagan RH-B403 **only during NON-BUSINESS HOURS.**