

STS Quick Reference: Specimen Enrollment

- In the **Enrollment** folder, confirm the **Histology & Disease** form has been completed.
- In the **All Specimens** folder, complete the **Specimen Consent** form if required for your study. A line for each draw date should be completed as we want to document the patient's ongoing consent to specimen collection.

In the **All Specimens** folder go to the **Specimen Tracking Enrollment** form. If not present, enter the **Primary Diagnosis Disease Group** at the top of the form.

1. To open the first row, click the edit pencil at the right side of row 1. For all other entries, click **Add a new Log line** at the bottom of the log.
2. Complete at minimum the required fields: **Assessment Timepoint**, **Specimen category**, **Specimen Type**, **How many labels are needed?** For tissue specimen you need to select the tissue type Refer to your protocol for the acceptable values.
3. Click **Save**.
4. Return to Specimen Tracking Enrollment form. Click **Add a new log Line** to add any remaining specimens.



#	Timepoint	Specimen category	Specimen Type
1	Baseline	Blood	Blood

Add a new Log line: Inactivate

Notes:

Each specimen type (including differences in the container) should be on a separate log line. For example, stained and unstained slides should be on two log lines. Blood collected in *different tube types*, but collected for the same collection time point, would also be on separate lines. Blood in the *same tube type* and at the *same collection time point* (ie. 2 x 3 mL blood in purple top EDTA tube, processed for plasma) should be one single line.

If using the **Print Labels** form, once the **Specimen Tracking Enrollment** form is saved, if a change is needed to the number of labels, update on the **Print Labels** form.

You can use additional labels on redacted path reports before uploading, on any local requisitions or other paperwork.

