

Standard Laboratory Procedure

Children’s Clinical and Translational Discovery Core

Updated 13 SEP 2024



EMORY
UNIVERSITY
SCHOOL OF
MEDICINE

Department
of Pediatrics

Courier Transfer of Samples from the Children’s Healthcare of Atlanta (CHOA) Arthur M. Blank Hospital (AMBH) to the Emory Children’s Center Building (ECC)

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) Arthur M. Blank Hospital (AMBH), by ExpressLinx, to the Emory Children’s Center Building (ECC).

Addresses	Contact Information
Arthur M. Blank Hospital (AMBH) 2220 N Druid Hills Rd NE, Basement Level HS.00302 Atlanta, GA 30329	Research Processing Lab 404-785-1930 researchprocessinglab@choa.org
Emory Children’s Center Building (ECC) 2015 Uppergate Drive, Lobby Atlanta, GA 30322	Mimi Le, PhD 832-335-9750 uqle@emory.edu

Pickup Dates and Times

Monday: 11AM, 1PM & 3PM

Tuesday – Thursday: 9AM, 11AM, 1PM & 3PM

Friday: 9AM, 11AM, 1PM, 3PM & 4:30PM

Process for Laboratories

1. Secure all samples in need of transport in a biosafety bag.
2. Fill out and place the provided destination label on the biosafety bag.
3. Fill out the physical sample log.
4. Place the biosafety bag(s) and sample log(s) in the appropriate cold storage location(s).
5. Communicate with your recipient(s) that you have dropped off the sample(s) for courier pickup.

Process for Couriers

1. Upon arrival at the Children's Healthcare of Atlanta (CHOA) Arthur M. Blank Hospital (AMBH), see address above, a courier will park at the courier pick up space located in the back of hospital (Figure 1) and enter AMBH hospital through the Loading Dock entrance (Figure 2).



Figure 1 Courier parking located in back of AMBH

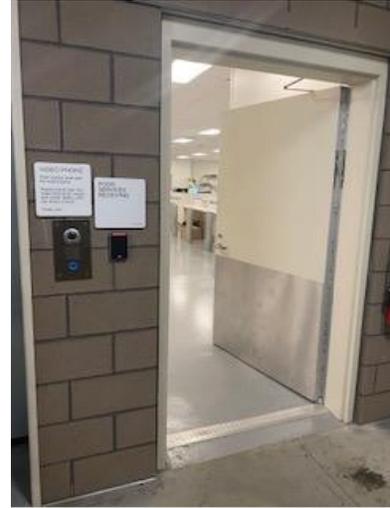


Figure 2 Enter through the loading dock

Courier will proceed down the hall to the Courier entrance and badge reader to lab located on left hand side (Figure 3).



Figure 3 Door & badge reader to AMBH Lab

2. After locating the pickup area (Figure 4), the courier will retrieve samples from three locations:
 - a. Room temperature basket
 - b. 4C fridge basket
 - c. -20C freezer basket



Figure 4 Pickup area; All samples should already be placed in biosafety bags with a destination label attached (Appendix I)

2. Locate the sample log (Appendix II) that details the storage requirements of each sample.
3. Verify that the items on the transfer form match the items that are placed in the pickup location.
Any discrepancies can be briefly detailed on the sample transfer form.
4. Scan the QR code at pick up.
5. All samples will then be transferred in the same manner at which they were stored (room temperature, refrigerated or frozen).
6. Upon arrival at the final destination, the courier should confirm that all samples have the correct destination labels and place all samples with corresponding sample log in the appropriate storage location (Figure 5-7). The code to the fridge/freezer is 322. Scan the QR code above at drop off.



QR code 1: for courier



Figure 5 Left: front doors of ECC Building;

Right: valet parking circle



Figure 6 Left: lobby area with reception desk on the left;

Right: space circled in red marks location of sample drop-off



Figure 7 Fridge/Freezer combo. Room temperature samples should be stored in the basket or on the counter (see Figure 6 Right)



Appendix I: Destination Labels

ExpressLinx Courier

Receiving Lab:

Date:

Time:

Condition: Ambient / 4C / Frozen

(circle one)

