



Courier Transfer of Samples from the Children's Healthcare of Atlanta (CHOA) Center for Advanced Pediatrics (CAP) 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) Center for Advanced Pediatrics (CAP), by ExpressLinx, to the Emory Children's Center Building (ECC).

Addresses	Contact Information
Center for Advanced Pediatrics (CAP) 2174 N Druid Hills Rd NE, 5 th floor, Rm 5126 Atlanta, GA 30329	Mimi Le, PhD 832-335-9750 ugle@emory.edu
Emory Children's Center Building (ECC) 2015 Uppergate Drive, Lobby Atlanta, GA 30322	Mimi Le, PhD 832-335-9750 ugle@emory.edu

Pickup Dates and Times

Monday – Friday: 11AM and 3PM

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 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) Center for Advanced Pediatrics (CAP), see address above, a courier will be escorted to the Emory Processing Laboratory.
2. After entering the laboratory (Figure 1), the courier will retrieve samples from three locations:
 - a. A black basket containing room temperature samples (Figure 2 Left)
 - b. An under-counter refrigerator (Figure 2 Right)
 - c. An under-counter freezer (Figure 2 Right)



Figure 1 ECC Rm 5126



Figure 2 Left: Room temperature basket



Right: Undercounter refrigerator (right) and freezer (left)

All samples should already be placed in biosafety bags with a destination label attached (Appendix I)

3. Locate the sample log (Appendix II) 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 location.

Any discrepancies can be briefly detailed on the sample transfer form.

5. Scan the QR code at pick up.
6. All samples will then be transferred in the same manner at which they were stored (room temperature, refrigerated or frozen).



QR code 1: for courier

7. 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.



Figure 3 Left: front doors of ECC Building;



Right: valet parking circle

Standard Laboratory Procedure

Children's Clinical and Translational Discovery Core

Updated 13 SEP 2024



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of Pediatrics



Figure 4 Left: lobby area with reception desk on the left;



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



Figure 5 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)

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MEDICINEDepartment
of Pediatrics**Appendix II: Sample Transport Log – CAP to ECC**

Pickup Address	Drop-off Address
Center for Advanced Pediatrics (CAP) 2174 N Druid Hills Rd NE, 5 th floor, Rm 5126 Atlanta, GA 30329	Emory Children's Center Building (ECC) 2015 Uppergate Drive, Lobby Atlanta, GA 30322

Sender: _____

Email: _____

Recipient: _____

Email: _____

Date	Time	Sample type	Sample Condition (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
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