

Courier Transfer of Samples from the Children’s Healthcare of Atlanta (CHOA) Arthur M. Blank Hospital (AMBH) to the Emory Laboratory of Innovative Assay Development (ELIAD) Lab

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 Laboratory of Innovative Assay Development (ELIAD) Lab.

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
Woodruff Memorial Building (WMB) 101 Woodruff Cir, Rm 2337 Atlanta, GA 30322	Kaleb McLendon 912-663-3831 kbmclen@emory.edu

Pickup Dates and Times

Monday – Friday
3PM only

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 4C fridge BLUE basket (Figure 4).
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

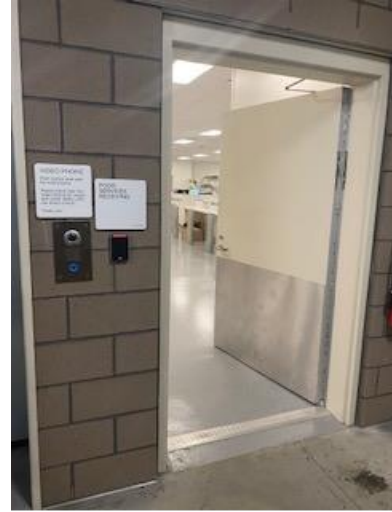


Figure 2 Enter through the loading dock

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. Samples intended for WMB/ELIAD at the 3pm pickup will be located in the 4C fridge BLUE basket circled below

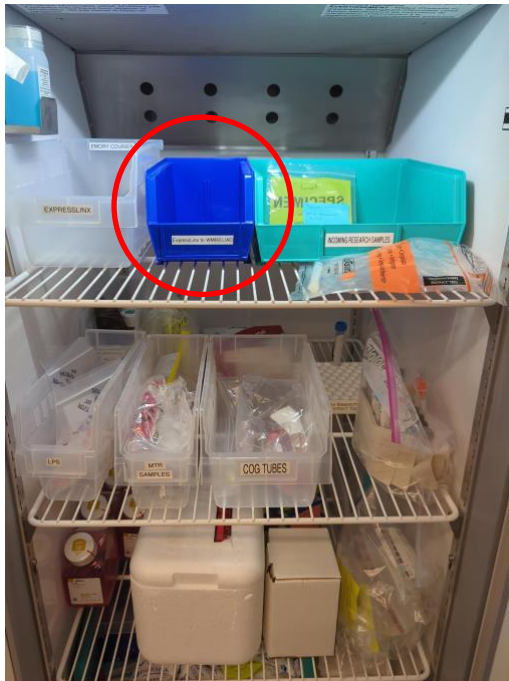


Figure 4 Blue basket for samples going to WMB/ELIAD at 3pm.

1. Locate the sample log (Appendix II) that details the storage requirements of each sample.
2. 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.

3. Scan the QR code at pick up.
4. All samples will then be transferred in the same manner at which they were stored (refrigerated).



QR code 1: for courier

5. 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). Scan the QR code above at drop off.



Figure 5: front doors of WMB Building



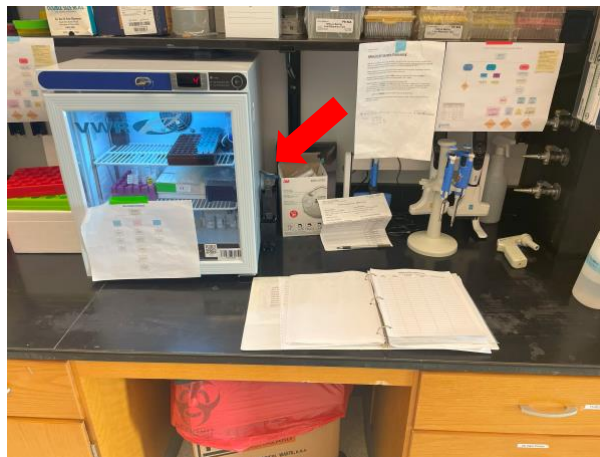
WMB Side Entrance for Deliveries (red arrow)



Figure 6: After entering side entrance, take a left and follow the hallway until it ends.



Figure 7: Door to Rm 2337



Sample Dropoff location (Refrigerator, red arrow)



Appendix I: Destination Labels

ExpressLinx Courier

Receiving Lab:

Date:

Time:

Condition: Ambient / 4C / Frozen

(circle one)

