This document provides guidance on the types of specifications that should be documented in the protocol if the study involves collection of urine. As the majority of the items that follow will be dictated on the protocol level and NOT collected for each and every specimen, CDEs are not associated with these guidelines.

## Sample Collection Information

1. Type of sample collected:

Serum

Plasma

Whole blood

1. \*Date and time of sample collection:

(M M/D D/Y Y Y Y):

(HH:MM, 24 hr clock):

Unknown

Not applicable

* 1. If not applicable, indicate reason sample not collected reason:

Site unable to obtain

Other, specify:

1. \*Type of collection tube:

Red Top

Heparin Tube

EDTA tube

None

Other, specify:

1. \*Method of blood collection:

Routine venipuncture w/ tourniquet

Routine venipuncture w/o tourniquet

Drawn through peripheral venous catheter

Drawn through central venous catheter

Drawn through PICC (peripherally inserted central catheter)

Drawn through peripheral arterial puncture

Drawn through arterial peripheral line

Drawn through arterial central line

Special procedures

Other, specify:

1. \*Total volume of CSF collected (mL):

16 gauge

18 gauge

20 gauge

22 gauge

Other, specify:

Unknown

1. Date and time of analysis:

(M M/D D/Y Y Y Y):

(HH:MM, 24 hr clock):

Unknown

1. Sample storage material:

Glass

Plastic, specify type:

1. Specify any additives used:
2. \*Was a clotting procedure used?

Yes

No

Unknown

* 1. \*If yes, what procedure was used:

1. Were additional processing methods used?

Yes

No

Unknown

* 1. If yes, indicate other method used:

1. Sample expiration date:

(M M/D D/Y Y Y Y):

Unknown

## Sample Processing Information

1. \*Was sample centrifuged?

Yes

No

Unknown

* 1. If yes:
     1. Time centrifuge started:

(HH:MM, 24 hr clock):

Unknown

* + 1. \*Speed of centrifugation xG (times gravity):
    2. \*Duration of centrifugation (minutes):

1. Aliquot information:
   1. Time aliquoted:

(HH:MM, 24 hr clock):

Unknown

* 1. Volume of aliquots/ Number of aliquots:
  2. Time aliquots put on dry ice:

(HH:MM, 24 hr clock):

Unknown

* 1. Time aliquots put in -70 or -80˚C freezer:

(HH:MM, 24 hr clock):

Unknown

\*Most important items to specify in protocol