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