

Centralized Service for Triage and Courier Transport of Research Samples from EMC to UH

Purpose of this service:

This service is provided by research service core staff to facilitate getting patient research biospecimens (hereafter referred to as “samples”) sent over from Eastpark Medical Center (EMC) to UW PI Labs in a tracked, timely and streamlined manner. Staff in the Cancer Pharmacology Lab (CPL) core will package samples at EMC and send them via courier transport to University Hospital (UH). The Circulating Biomarker Core (CBC) will track for arrival at UH and notify the PI Lab to pick up samples at a central location.

How to request this service:

1. If you currently work with the BioBank Core:
 - Continue to request services through BioBank, they have staff at EMC and are collaborating with CPL to ensure timely courier transport of your samples to UH.
2. If you are currently working with the CBC for notification of samples, or newly want to utilize this service:
 - Clinical research coordinators include the samples on the Weekly Patient List and include CBC at uwctc@medicine.wisc.edu in the recipients list.
 - Clearly indicate that the sample needs to be triaged from EMC to UH for a PI Lab by entering:
 - “Yes” for CBC
 - “No” for CPL
 - ‘EMC courier to UH’ and the name of the destination lab in the CP Comments/Details column on the weekly patient list.

Service Workflow

- Clinical research coordinators will check the box for “EMC CP Lab: EMC Research Sample Acquisition Group” on the phlebotomy lab sheet for the sample kit, under “Telephone/Pager/Vocera for Pick-Up”.
- Complete the section in the box below with the contact name for the lab at UH and the subject ID if needed.

Contact Name, Phone/Pager for Questions:		After Draw: Fold to keep subject information inside and hidden	
		Study Number:	
Telephone/Pager/Vocera for Pick Up:		Complete this section if sample will be drawn at EMC and sent to UH for processing by a lab other than CPL.	
☐	UH CP Lab: 263-5369	UH Lab Contact Name: _____	
☐	EMC CP Lab: EMC Research Sample Acquisition Group	Subject ID: _____	
☐	Other: _____		
Phlebotomist ID Number: _____ Date: _____ Time: _____			

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Sample De-identification:

If a sample requires de-identification prior to transport to B/K loading dock the study team should take the following steps:

Staple a half sheet of brightly colored paper to the phlebotomy worksheet that contains the following information:

Attention CPL: ****Sample to be Deidentified prior to transport****

- Remove the UWHC patient labels from the blood tubes, keeping study code label attached to tube
- Remove or blackout patient identifiers on phlebotomy worksheet label
- Send sample to UH B/K loading dock for PI lab pickup

Samples requiring cold transport:

If a sample needs to be kept cold during transport to B/K loading dock the study team should take the following steps:

Staple a half sheet of blue paper to the phlebotomy worksheet that contains the following information:

Attention CPL: ****Refrigerated Sample****

- List of draw tubes that must be kept cold: _____

- CPL will triage the sample, deidentify if necessary, package it for courier transport and ensure it gets sent over to UH on the next courier.
 - Triage will include entering the sample into a database for tracking sample transport.
 - Courier transport is scheduled for pick-up/drop-off every 30 minutes and has a 45-minute transport time.
 - Staff hours at EMC for this service are currently 8:00am to 4:30pm.
- Upon arrival of the sample at the UH BK loading dock, an email will be sent to the PI lab point of contact that was provided in the Patient Weekly List to notify them that their samples are ready for pick up.
 - A way-finding map for the UH BK loading dock is below*.
 - Badge access required – Please enter a CARDS request
- The PI Lab will be responsible for retrieving their samples from the courier tote, which will be red and labeled as “EMC / UH BK-Dock Research Specimen Processing Lab”.
 - The Phlebotomy sheet (folded to hide protected information) will be included with each sample, showing which PI Lab the sample belongs to.
 - Please move the empty tote to the outgoing shelf

Cost of this service:

Currently there is no charge for this service. Discussions are ongoing to determine if there may be a small charge implemented in the future.

For questions about this service, please contact: uwctc@medicine.wisc.edu

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*Map for University Hospital (UH) BK Dock

The UH location for pick-up of samples sent via the courier is on the loading dock at the end of the hallway behind the J elevator on first floor, just behind doors labeled K3/101A. It is referred to as the B loading dock by the couriers, but is in the K section, hence we are using the term “BK Dock”.

