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# The STEPCARE biobank

HELENA LEVIN, MAY 29, 2024



# Sample collection

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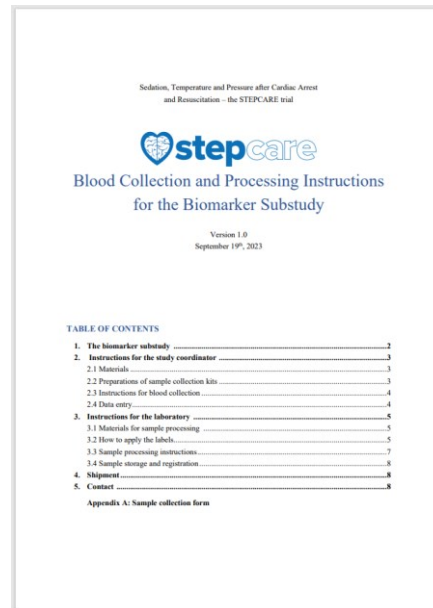
Time point	Collection tubes
12	1 SST + 1 EDTA
24	1 SST + 1 EDTA
48	1 SST + 1 EDTA + 1 PAXgene RNA
72	1 SST + 1 EDTA

+/- 8 hours if needed

Draw samples as close as possible to the optimal time!

# Materials

<https://stepcare.org/biomarkers>



Instructions



1 kit/patient



Storage boxes

# Suggested preparations



1 kit/patient  
4 bags and kit ID labels

**SAMPLE COLLECTION FORM**  
for ICU Staff

**stepcare**

**Patient study number:**

**Patient's kit ID:**  
#####-SC-VAR  
*Do not use the partly transparent labels!*

**Contact at the ICU:**  
Name <complete>  
Phone <complete>, Email <complete>

**Material for one patient:**  
1 kit with a unique kit ID in all labels  
4 bags (one/time point) with collection tubes and lab material  
4 sample collection forms (one/time point)  
A strip of kit ID labels for forms

- Complete the red square above.
- Fill out:
 

<b>a. Time point (hours after randomisation):</b>		Draw samples as close as possible to the designated time point (+/- 8 hours are allowed)	
12 h <input type="checkbox"/>	24 h <input type="checkbox"/>	48 h <input type="checkbox"/>	72 h <input type="checkbox"/>

**b. Sampling date and time:**

Record month with 3 letters and time in 24-hour format, e.g. 15APR2023 15:30

**c. Sampling performed by (name/initials):**
- Use the bag for the correct time point and draw the samples in the following order.
  - 1 x SST tube (yellow cap)
  - 1 x EDTA tube (purple cap)
  - At 48 h: 1 x PAXgene RNA tube – hold upright to prevent back-flow
- Invert the SST tube (yellow) 5-6 times. Invert the EDTA tube (purple) and PAX tube 8-10 times.
- Send to the laboratory:
  - this form +
  - remaining material in the bag of the time point +
  - samples in an upright position

Record the patient's kit ID in the medical record. The kit must not be used for another patient.  
After the last time point (72 h), discard any unused material.

APPENDIX A - Sample Collection Form with aliquots, Version 1.0, Sep 19<sup>th</sup>, 2023 Page 1 of 2

Pre-label 4 forms/patient

Fold and include the forms in the kit

Sample collection form  
Print double-sided

# Routines for blood collection

- Use the bag for the **correct time point** from the kit
- **Record kit ID and patient study number for each patient!**  
In the form and patient's chart
- Send to the lab



+



+

**SAMPLE COLLECTION FORM for ICB Staff**

**stepcare**

**Patient study number:** \_\_\_\_\_

**Patient name (last, first, middle):** \_\_\_\_\_

**Kit ID:** \_\_\_\_\_

**Material for use:** \_\_\_\_\_

**1. Complete the red square above.**

**2. Fill out:**

**a. Time point (check after 2020/01/01):**  12h  24h  48h  72h  96h

**b. Sampling date and time:** \_\_\_\_\_

**c. Sampling performed by (name/initials):** \_\_\_\_\_

**3. Use the bag for the correct time point and store the samples in the following order:**

- 1 x EDTA tube (purple cap)
- 2 x EDTA tube (purple cap)
- All other 1 x EDTA tube (purple cap) - hold upright to prevent back flow

**4. Insert the EDT tube (purple) 5-6 times. Insert the EDTA tube (purple) and EDT tube 9-10 times.**

**5. Send to the laboratory:**

- this form +
- remaining material in the bag of the time point +
- samples in an upright position


Record the patient's kit ID in the medical record. This kit must be used for another patient. After the last time point (72h), discard any unused material.

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# Routines at the laboratory

- Label and process samples according to instructions
- Fill storage boxes **entirely**
- Complete page 2 of the form -  
if samples cannot be scanned record aliquotes

**SAMPLE COLLECTION FORM**  
for the laboratory



1. Check on the back of this form that:
  - the red square has been fully completed.
  - the time point corresponds to the aliquot numbers at the end of the labels, i.e. 12 h; 01-04, 24 h; 05-08, 48 h; 09-12, 72 h; 13-16.
2. Handle the samples according to the provided instructions.
3. Complete the information below. Record date and time in the correct format (e.g. 15APR2023 15:30).

Plasma	Serum
Date and time placed in freezer: D D M M M M Y Y Y Y H H : M M 2 0 1 0 1 0 1 0 1 0 1 0	Date and time placed in freezer: D D M M M M Y Y Y Y H H : M M 2 0 1 0 1 0 1 0 1 0 1 0
In box no: <input type="text"/> Were all 4 aliquots obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	In box no: <input type="text"/> Were all 4 aliquots obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, check the obtained aliquots: 12 h: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 24 h: <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 48 h: <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 72 h: <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16	If no, check the obtained aliquots: 12 h: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 24 h: <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 48 h: <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 72 h: <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16
EDTA at 12 h / PAX at 48 h Date and time placed in freezer: D D M M M M Y Y Y Y H H : M M 2 0 1 0 1 0 1 0 1 0 1 0	Samples handled by (name/initials): <input type="text"/>
In box no.: <input type="text"/>	
If any deviations occurred, please specify: <input type="text"/>	

**Save this form!** The forms will be collected regularly by the study coordinator.

APPENDIX A - Sample Collection Form with aliquots, Version 1.0, Sep 19<sup>th</sup>, 2023 Page 2 of 2

# Data entry

## Biobank sample collection

Blood samples collected for this participant  Yes  No

Kit ID   
(#####-SC-VAR): (8 digits)

## Sample collection at 12 hours

Biological sample collected at 12 hours  Yes  No

Sampling date and time  :  :   Time unknown  Date and time unknown

Plasma placed in freezer  :  :   Time unknown  Date and time unknown

Serum placed in freezer  :  :   Time unknown  Date and time unknown

EDTA tube placed in freezer  :  :   Time unknown  Date and time unknown



# Data entry

## Samples in storage

Will the collected samples be scanned  Yes  No 

Before shipment to the biobank you need to send us an excel file with sample numbers



# Data entry

## Samples in storage

Will the collected samples be scanned

Yes

No



12h plasma: Box:   All  01  02  03  04  N/A

12h serum: Box:   All  01  02  03  04  N/A

12h EDTA: Box:

24h plasma: Box:   All  05  06  07  08  N/A

24h serum: Box:   All  05  06  07  08  N/A

48h plasma: Box:   All  09  10  11  12  N/A

48h serum: Box:   All  09  10  11  12  N/A

48h PAX: Box:

72h plasma: Box:   All  13  14  15  16  N/A

72h serum: Box:   All  13  14  15  16  N/A

Before shipment to the biobank we will prepare a list of the samples



# Shipment of samples and material

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- Shipment of samples after the end of the trial and as needed.
- We will organize shipments and the courier will provide dry-ice and boxes.
- Contact us when you need kits or storage boxes





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