**Study Team Instructions**

1. Complete all Study Team fields; one form per study.
	* List all vials being transferred to CRSP; attach additional pages as needed.
	* If CRSP will be shipping, attach matching study requisitions.
2. Email to processing@fredhutch.org

|  |  |
| --- | --- |
| **For Study Team** | **For CRSP Use Only** |
| ***RG#*** |  |  | ***Date*** | ***Initials*** |
| ***Specimen Type(s)*** |  | ***Received***  |  |  |
| ***Purpose*** | [ ]  Store [ ]  Ship by Study Team [ ]  Ship by CRSP | ***Accessioned*** |  |  |
| ***Temperature*** | [ ]  Amb [ ]  +4°C [ ]  -20°C [ ]  -80°C [ ]  LN2 | ***Billing*** | ***Qty*** |
| ***Date Prepared*** |  | ***Accession BatchShip*** | **0010** |  |
| ***Prepared by*** |  | ***Ship Ambient*** | **0053** |  |
|  |  | ***Ship Frozen*** | **0054** |  |

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| **Vial ID** | **Quantity** | **\*Box #** | **Notes** |
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\*If multiple containers