**Specimen Processing Completion Guidelines**

The following information will assist you in the creation of laboratory processing instructions to be used at the University of Minnesota Health CRU. Please contact the CRU with any questions: 612-624-0104

1. **Header**
	1. List the name of the person who created the processing instructions under “Originated by”. Please include a phone number where the MLT can reach you for questions.
	2. List the date the processing instructions were originally created. Also include revised dates when revisions are made.
2. **CTSI Protocol number**
	1. Include CTSI protocol number at top of page.
3. **Lab Supplies**
	1. Please choose all options that apply to lab tubes, kits, etc. Just double-click on the box to mark it with an “x”.
	2. If none of the options apply, choose “Other” and indicate how the lab supplies and labels will be supplied.
4. **Specimens processed at CRU**
	1. Include the following processing information:
		1. Type of tube/collection device and type of test (blood, urine, sputum, etc.)
		2. All processing instructions:
			1. Indicate if specimen should be on ice prior to placing in centrifuge.
			2. Centrifuge speed and time (also indicate refrigerated or room temp).
			3. Number of aliquots for each tube.
			4. Include what supplies the study will be including.
			5. How to store sample after processing.
			6. Special additives for draw tubes and instructions on how to prepare.
5. **Specimens not processed at the CRU**
	1. Include the following information:
		1. Type of tube/collection device and type of test (blood, urine, sputum, etc.)
		2. Instructions on what to do with tube (bring to Fairview, give to Coordinator, etc)
	2. Put N/A in box if not applicable.
6. **Send completed instructions to CRU for review prior to first subject visit.**
	1. Once reviewed, CRU will add pictures of blood tubes and place in processing binder at CRU and email a copy to Study Coordinator.
7. **Revising processing instructions**
	1. It is up to the Study Coordinator to update the instructions, if needed. In the event a revision needs to be made to the processing instructions, make revision(s) and email to CRU for review.