

SOP for Registering Your Study and Bringing Samples into RTSS

- I. Fill out the Service Request Form provided through the Clinical Research Resources Website for each new study at least 1 month in advance of first sample being acquired. Protocol, MOO, and IRB approval letter can be sent to 4RTSS@texaschildrens.org.
 - II. Once the documents are received, RTSS will provide a Summary of Service which outlines number of samples, time points, and shipping information.
 - III. After the Summary of Service is approved, RTSS will generate an estimate of costs.
 - IV. Please be sure to send any protocol changes impacting RTSS services to 4RTSS@texaschildrens.org.
 - V. During recruitment:
 - A. Please give RTSS at least a two week notice of coming samples if it has been more than month since the study has begun or since the last sample was sent.
 - B. If possible, write an email the day before—or morning of—expected sample arrival to RTSSLab@texaschildrens.org.
 - C. Please fill out Tissue ID Form with study name and/or number, Study ID, if applicable (e.g. COG #), Tissue Type (esp. blood and bone marrow), patient identifiers and study sub-parts so it is clear where a sample is to be shipped, etc. and put one sample with one form in one bag. If diagnosis is unsure, please provide as much info as possible.
 - D. Sign sample in REDCap RTSS Specimen Drop-off Log in lab. Please place the samples in the red container next to the login computer and not in any other bin or in the containers on the rocker.
 - VI. If you need access for employees to RTSS after-hours:
 - A. Send RTSS the name and badge number of the employee so manager can request access from security. Please do this at least a week ahead of need.
 - B. If employee needs to use RTSS instruments for sample prep after-hours, please set up a time for the employee to come and be trained on our instruments before need arises.
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