

## SOP for Registering Your Study and Bringing Samples into RTSS for Processing and/or Mailing

March 2021



- I. Fill out forms for RTSS provided on [the Cancer Center website](#) or through CRO Feasibility Committee for each new study and send them to [4RTSS@texaschildrens.org](mailto:4RTSS@texaschildrens.org). RTSS will send you our Project Billing Outline and SOP for registering a study with RTSS.
- II. Ask for estimate of service costs for your study
- III. If you decide to use RTSS, send your study's protocol and IRB approval to RTSS for our records to [4RTSS@texaschildrens.org](mailto:4RTSS@texaschildrens.org)
- IV. Setting up study
  - A. RTSS will make an appointment with your team to talk about the details of your protocol. We would like this meeting at least 1 month in advance of first sample being acquired. It is good to have both PI and project managers in the meeting.
  - B. If there are broader issues you want to talk about, we can also meet with you to talk about choices available and database issues.
  - C. Send RTSS, in writing, any details for processing or shipping your samples in a concentrated form drawn from the protocol.
  - D. Please be sure to send any protocol changes impacting RTSS services to [4RTSS@texaschildrens.org](mailto:4RTSS@texaschildrens.org) (*This could go away if CRO sends these to RTSS automatically*)
- V. During recruitment
  - A. Please give RTSS at least a two week notice of coming samples if it has been more than a 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](mailto: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 a bag. We have provided a form for this. If diagnosis is unsure, please provide as much info as possible. Sign sample in REDCaP RTSS Specimen Drop-off Log in lab. Please place the sample/samples in the red container next to the login computer and not in any other bin or in the containers on the rocker.
  - D. If you need access for employees to RTSS after-hours:
    1. 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.
    2. 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.