caHUB The Cancer Human Biobank		GTEx Kit Discrepancy Checklist for Routine Overpack for Surgical Collections	
OP-0001-F4	VER. 1.2.0	Effective Date: 04/19/2012	Page 1 of 1

Kit ID number on outside of box:

Condition of kit received

☐Acceptable

☐Damaged, usable

☐Damaged, NOT usable: Report defective kits to kit supplier (CBR).

For damaged items, please insert comment at end of form clarifying problem(s)

Pre-labeled tissue cassettes for Aqua Kit

☐Ziplock bag with 1 box of pre-labeled tissue cassettes for aqua kit (x1)

☐Organ 1 (x2) ☐Organ 2 (x2) ☐Organ 3 (x2) ☐Organ 4 (x2) ☐Organ 5 (x2) ☐ Organ 6 (extra) (x2)

0125-0126; 0225-0226; 0325-0326; 0425-0426; 0525-0526; 0625-0626

Collection supplies

☐GTEx Manifest: yellow kit with labels (x1)

☐GTEx Manifest: aqua kit – Surgical (x1)

☐Sheet/roll of GTEx labels for PAXgene® container lids (x1)

☐Sheet of organ ID labels (x1)

☐Syringe/vacutainer adaptors (x2)

Extra supplies not linked to specific collection

☐Small shipping box with External label "caHUB Collection Routine Overpack - Surgical" and External kit ID label (x1)

☐GTEx Shipping Supply Checklist for Routine Overpack – Surgical (x1)

☐PAXgene® Tissue Container Product Circular (x1)

Comments:

Form completed by BSS staff (insert name)	**Date and time form completed**
	Date: _____ *Time:* _____
Form sent to Study Management Group by BSS staff (insert name) Only if discrepancy noted	**Date and time form sent**
	Date: _____ *Time:* _____