



GTEx Kit Discrepancy Checklist for Routine Overpack for Postmortem Collections

OP-0001-F2

VER. 1.2.0

Effective Date: 04/19/2012

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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 2 boxes of pre-labeled tissue cassettes for aqua kit (x1)
- Organ cassettes 33 (x2)

Collection supplies	Extra supplies not linked to specific collection
<input type="checkbox"/> GTEx Manifest: green kit with labels (x1) <input type="checkbox"/> GTEx Manifest: yellow kit with labels (x1) <input type="checkbox"/> GTEx Manifest: aqua kit – Postmortem (x1) <input type="checkbox"/> Sheet/roll of GTEx labels for PAXgene® container lids (x1) <input type="checkbox"/> Sheet of organ ID labels (x1) <input type="checkbox"/> Syringe/vacutainer adaptors (x2) <input type="checkbox"/> Pack of 50 disposable cutting boards (x1)	<input type="checkbox"/> Fiberboard box labeled with “caHUB Collection Routine Overpack – Postmortem” and an External kit ID label (x1) <input type="checkbox"/> GTEx Kit Discrepancy Checklist for Routine Overpack for Postmortem (x1) <input type="checkbox"/> PAXgene® tissue container product circular (x1)

Disposing of overpack supplies

All routine overpack supplies are new for each case. All leftover supplies from this kit should be disposed of at the BSS.

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: _____