



### GTEx Discrepancy Checklist for Aqua Kit – Postmortem

OP-0001-W3-F2

VER. 1.2.0

Effective Date: 04/19/2012

Page 1 of 1

**Instruction: Use one form for each aqua box received**

**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)*

**Kit ID number on outside of box (GTEX-XXXX):** \_\_\_\_\_

- Fiberboard box** labeled with External label “caHUB Collection Aqua Kit – Postmortem” and External kit ID label (x1)
- External “Peel off label when samples are shipped” label covering (x1)
- Black 5” X 7” cover-up label for covering “Excepted Quantity” sticker upon return (x1)

**Other Shipping Supplies**

<input type="checkbox"/> PAXgene® tissue containers (x22 per box) ( <i>two per organ</i> ) <input type="checkbox"/> Shipping canister with screw-cap lid and o-ring (x4) <input type="checkbox"/> Circular foam inserts with cut-outs for PAXgene® containers (x8, 2 per cylinder) <input type="checkbox"/> Biohazard bag to hold foam insert (x4, 1 per cylinder) <input type="checkbox"/> styrofoam insulation of 4 walls, bottom, and lid	<input type="checkbox"/> Absorbent pads (x2) <input type="checkbox"/> 24-in strip of wide, clear tape for outer box (x3) <input type="checkbox"/> 12-in strip of narrow, clear tape for inner canisters (x8) <input type="checkbox"/> 3-lb freezer bricks (x2) <input type="checkbox"/> Cardboard insert (x1) <input type="checkbox"/> Cardboard divider (x1) <input type="checkbox"/> Styrofoam® lid (x1)
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**Forms**

- GTEx Discrepancy Checklist for Aqua Kit – Postmortem form (x1)
- Gallon-sized ziplock bag for paperwork (x1)

**Note: No Air Waybill is provided as part of the kit. Shipment must be arranged through Shipping Vendor.**

**Comments:**

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