



Examples of Sample Registrations

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1. REGISTRY IN

1.1. Blood processed into two serum samples (fluid parent sample to fluid child sample)

A simple derivative of a fluid sample - Serum samples

The example below illustrates how to register two 500 µL serum aliquots derived from a whole blood sample using the PeopleSoft application interface.

a. Register parent sample TEST01-BLD

- Donor TEST01 (male, 240m old, diagnosed with Crohns' disease of small intestine) was included in study S-53684 (PI Dr Firstname Lastname) and signed an informed consent, including secondary use of the collected material
- One whole blood sample of 5.00 ml was collected in a serum separator tube (SST) from donor TEST01 on 03JUN2019 at 10:00 at the University Hospitals Leuven
- No known biological or radiation risk was present
- The whole blood sample (ID: TEST01-BLD) was left to clot at room temperature for one hour
- The whole blood sample was centrifuged for 10 min at 2000g, at 21°C, with braking and thereby consumed by processing
- No second centrifugation was performed

b. Register child sample TEST01-SER1

c. Register sibling sample TEST01-SER2

- Two serum aliquots of 500 µl were created (ID: TEST01-SER1 and TEST01-SER2)
- The two serum aliquots were stored at -80°C within 5 minutes of centrifugation at 11:15

a. Register parent sample TEST01-BLD

- Complete the Study and Donor specific information

Study	
*S-number	S53684
*Informed Consent type	Secondary Use
*Timepoint of collection	diagnosis

Donor	
*Donor ID	TEST01
*Informed Consent Form present	Yes (written)
*Anonymous/Coded	Coded
Age at sample collect (months)	240
Gender	Male
*Diagnosis at sample collection	K50.0 Crohn disease of small intestine
*Collection date	03/06/2019
*Time (HH:MM)	10:00 (1)
Received date	
Received by	

Collection address	
*Collection site type	Hospital
*MD responsible for collection	Firstname Lastname
*Name institution	UZ Leuven
*Country	BEL
*Postal code	3000
*City/Town	LEUVEN
*Street + Number	Herestraat 49

- Complete the sample specific information.

Sample ID

TEST01-BLD

Create child

Create sibling

Show parent

General info

Status

Non-Pathological

*Processed by

Technician

Long-term storage by

Long-term storage date

Time (HH:MM)

(1)

Long-term storage location

*Sample Type Category

Fluid

Organ/tissue origin

☒ Consumed by processing

☐ Known biological risk

☐ Known radiation risk

Used from parent

Quantity

0.00

This sample

*Initial quantity

5.00

ml

*Quantity

5.00

ml

Concentration

0.00

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that




Please note that the decimal separator to be used depends on the regional settings of your web browser

- Elements 3-7 of the SPREC can be left blank for a sample that has been consumed by processing; these data are registered at the child sample level.



SPREC (Standard PREanalytical Code) for FLUID sample

Element 1

*Type of sample  Blood (whole)



Specify type of sample



Element 2

*Type of primary container   Serum separator tube with clot activator

Element 3

Pre-centrifugation Temp (°C)

Start centrifugation date  Time (HH:MM) 

Pre-centrifugation delay   Unknown



Element 4 (1st centrifugation)


Temp (°C)

Duration (min)



Speed (g)

Braking: ☐





1st centrifugation   Unknown

- Click  to register the sample to the PeopleSoft database.



Element 5 (2nd/last centrifugation)

Temperature
Duration (min)
Speed (g)
Braking: ☐
2nd centrifugation   Unknown


Element 6

End centrifugation date  Time (HH:MM) 
Post-centrifugation Temp (°C)
Post-centrifugation delay   Unknown

Element 7


Long-term storage container
Long-term storage Temp (°C) or ☐ Liquid Nitrogen
Long-term storage   Unknown


BLD-SST-X-X-X-X-X



Created by
on

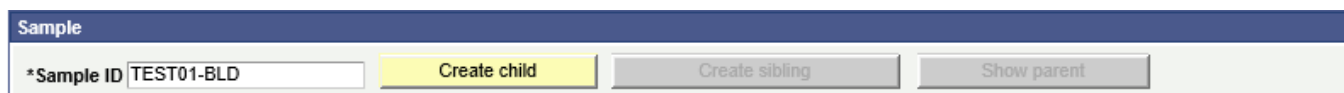
Last modified by
on





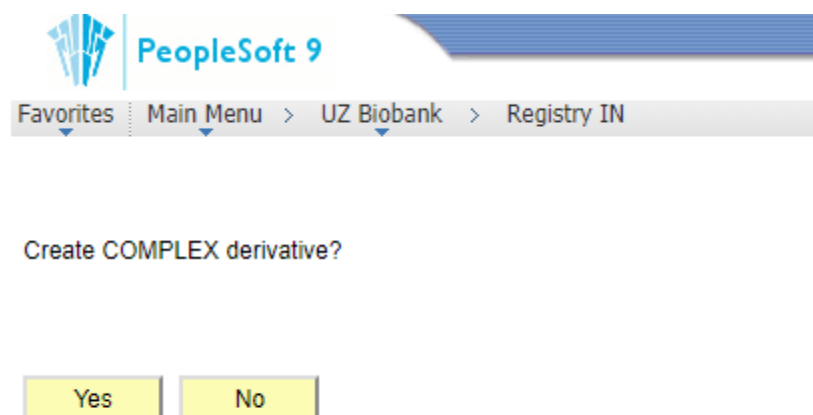
b. Register child sample TEST01-SER1

- After saving sample TEST01-BLD, the “Create child” button to the right of the sample ID will no longer be greyed out. Click this button to create a child (TEST1-SER1) from sample TEST01-BLD



The screenshot shows a sample management interface with a header bar labeled 'Sample'. Below the header, there is a text input field for '*Sample ID' containing the value 'TEST01-BLD'. To the right of this field are three buttons: 'Create child' (highlighted in yellow), 'Create sibling' (greyed out), and 'Show parent' (greyed out).

- When clicking the “create child” button, the question below will appear. A serum sample is a simple derivative, therefore you should select “No”, after which you will return to the data entry form.



The screenshot shows the PeopleSoft 9 interface. At the top, there is a navigation bar with the text 'PeopleSoft 9' and a blue arrow pointing right. Below the navigation bar, there is a breadcrumb trail: 'Favorites > Main Menu > UZ Biobank > Registry IN'. The main content area displays the question 'Create COMPLEX derivative?' with two buttons below it: 'Yes' and 'No' (highlighted in yellow).

- All study and donor information from the parent sample is copied to the child sample.

Study	
*S-number	S53684
*Informed Consent type	Secondary Use i
*Timepoint of collection	diagnosis

Donor	
*Donor ID	TEST01
*Informed Consent Form present	Yes (written)
*Anonymous/Coded	Coded i
Age at sample collect (months)	240
Gender	Male
*Diagnosis at sample collection	K50.0 Crohn disease of small intestine
*Collection date	03/06/2019
*Time (HH:MM)	10:00 (1)
Received date	
Received by	

Collection address	
*Collection site type	Hospital
*MD responsible for collection	Dr. Firstname Lastname
*Name institution	UZ Leuven
*Country	BEL
*Postal code	3000
*City/Town	LEUVEN
*Street + Number	Herestraat 49

- Sample specific data has to be completed for the child.

Sample

*Sample ID

TEST01-SER1

Create child

Create sibling

Show parent

General info

Status

Non-Pathological

*Processed by

Technician

*Long-term storage by

Technician

*Long-term storage date

03/06/2019

*Time (HH:MM)

11:15

(1)

*Long-term storage location

T61496\

*Sample Type Category

Fluid

Organ/tissue origin

Consumed by processing

Known biological risk

Known radiation risk

Used from parent

*Quantity

2.50

ml

This sample

*Initial quantity

500.00

µl

*Quantity

500.00

µl

Concentration

0.00

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that define the sample quality and impacts the validity of the end result.

Application date: 24JUN2019

9/58

SPREC (Standard PREanalytical Code) for FLUID sample

Element 1

*Type of sample Serum

Specify type of sample

Element 2

*Type of primary container Serum separator tube with clot activator

Element 3

Pre-centrifugation Temp (°C)

Start centrifugation date Time (HH:MM)

Pre-centrifugation delay RT <2 h

Element 4 (1st centrifugation)


Temp (°C)

Duration (min)

Speed (g)

Braking: ☒


1st centrifugation RT 10–15 min <3000 g with braking

- Click  to register the sample to the PeopleSoft database.






Make sure to select "N" as the fifth SPREC element if no 2nd centrifugation was performed to avoid this being reported as unknown ("X")



Element 5 (2nd/last centrifugation)


Temperature
Duration (min)
Speed (g)
Braking: ☐
2nd centrifugation  No centrifugation

Element 6

End centrifugation date  Time (HH:MM) 
Post-centrifugation Temp (°C)
Post-centrifugation delay  <1 h RT

Element 7

Long-term storage container 
Long-term storage Temp (°C) or ☐ Liquid Nitrogen
Long-term storage  Cryotube 1–2mL (-85) to (-60)°C

SER-SST-A-B-N-B-D


Created by on

Last modified by on

 Save

 Add

c. Register sibling sample TEST01-SER2:

- After saving sample TEST1-SER1 the “Create sibling” button (second button to the right of the sample ID) will no longer be greyed out. Click this button to create a sibling SER2 from SER1, generating a second child from parent sample TEST01-BLD.

Sample			
*Sample ID	TEST01-SER1	Create child	Create sibling
		Show parent	

- All data regarding the donor, study and sample, except the sample ID, is copied from the first child sample to the sibling sample.

Study	
*S-number	S53684
*Informed Consent type	Secondary Use
*Timepoint of collection	diagnosis

Donor	
*Donor ID	TEST01
*Informed Consent Form present	Yes (written)
*Anonymous/Coded	Coded
Age at sample collect (months)	240
Gender	Male
*Diagnosis at sample collection	K50.0 Crohn disease of small intestine
*Collection date	03/06/2019
*Time (HH:MM)	10:00 (1)
Received date	
Received by	

Collection address	
*Collection site type	Hospital
*MD responsible for collection	Dr. Firstname Lastname
*Name institution	UZ Leuven
*Country	BEL
*Postal code	3000
*City/Town	LEUVEN
*Street + Number	Herestraat 49

- Fill out the sample ID
- Verify quantities and adjust if necessary

Sample ID

TEST01-SER2

Create child

Create sibling

Show parent

General info

Status

Non-Pathological

*Processed by

Technician

*Long-term storage by

Technician

*Long-term storage date

03/06/2019

*Time (HH:MM)

11:15

(1)

*Long-term storage location

T61496\

*Sample Type Category

Fluid

Organ/tissue origin

Consumed by processing

Known biological risk

Known radiation risk

Used from parent

*Quantity

2.50

ml

This sample

*Initial quantity

500.00

µl

*Quantity

500.00

µl

Concentration

0.00

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that o



If the blood sample was consumed then the amount used from the parent to create the aliquot is equal to the volume of the parent divided by the number of aliquots.

SPREC (Standard PREanalytical Code) for FLUID sample

Element 1

*Type of sample Serum

Specify type of sample

Element 2

*Type of primary container Serum separator tube with clot activator

Element 3

Pre-centrifugation Temp (°C)

Start centrifugation date Time (HH:MM)

Pre-centrifugation delay RT <2 h

Element 4 (1st centrifugation)


Temp (°C)

Duration (min)

Speed (g)

Braking: ☒



1st centrifugation RT 10–15 min <3000 g with braking

- Click  to register the sample to the PeopleSoft database.



Element 5 (2nd/last centrifugation)


Temperature
Duration (min)
Speed (g)
Braking: ☐
2nd centrifugation   No centrifugation

Element 6

End centrifugation date  Time (HH:MM) 
Post-centrifugation Temp (°C)
Post-centrifugation delay   <1 h RT

Element 7

Long-term storage container 
Long-term storage Temp (°C) or ☐ Liquid Nitrogen
Long-term storage   Cryotube 1–2mL (-85) to (-60)°C

SER-SST-A-B-N-B-D


Created by on

Last modified by on

 Save

 Add

1.2. Tissue processed into snap frozen tissue and formalin fixed, paraffin embedded tissue (Solid parent sample to solid child sample)

A simple derivative of a solid sample

The example below illustrates how to register a snap frozen tissue and formalin fixed, paraffin embedded tissue using the PeopleSoft application interface.

a) Register tissue sample TEST04-TIS

- Donor TEST04-TIS (Female, 600 months old, diagnosed with Malignant neoplasm: Descending colon) was included in study S51411 (PI Dr Firstname Lastname) and signed an informed consent, including secondary use of the collected material.
- One piece of colon tissue was collected as a surgical excision.
- Vascular clamping was performed on the 12th of June 2019 at 07:00. The sample tissue was collected at 09:00 the same day.
- Cold ischemia temperature was 4°C

b) Register the snap frozen tissue sample TEST04-SNP (Child of TEST04-TIS)

- Half of the collected tissue was then snap frozen the 12 of June at 09:45
- After which the snap frozen tissue sample (TEST04-SNP) was stored on the 12th of June 2019 at 10:00 in a 1- to 2-mL polypropylene tube at a temperature of -80°C.

c) Register FFPE tissue sample TEST04-FFPE (child of TEST04-TIS)

- The other half of the collected tissue sample was processed into FFPE tissue, consuming the collected colon tissue.
- Fixation with non-buffered formalin started the 12 of June at 10:00 for a period of six hours.
- After which it was embedded into paraffin and stored at room temperature on the 14th of June 2019 at 10:00.

a. Register the tissue sample TEST04-TIS

- Complete the Study and donor specific information

Study
<p>*S-number <input type="text" value="S51411"/></p> <p>*Informed Consent type <input type="text" value="Secondary Use"/></p> <p>*Timepoint of collection <input type="text" value="Baseline"/></p>

Donor
<p>*Donor ID <input type="text" value="TEST04"/></p> <p>*Informed Consent Form present <input type="text" value="Yes (written)"/></p> <p>*Anonymous/Coded <input type="text" value="Coded"/></p> <p>Age at sample collect (months) <input type="text" value="600"/> Gender <input type="text" value="Female"/></p> <p>*Diagnosis at sample collection <input type="text" value="C18.6"/> Malignant neoplasm: Descending colon</p> <p>*Collection date <input type="text" value="12-06-2019"/> *Time (HH:MM) <input type="text" value="09:00"/> (1)</p> <p>Received date <input type="text"/> Received by <input type="text"/></p>

Collection address
<p>*Collection site type <input type="text" value="Hospital"/></p> <p>*MD responsible for collection <input type="text" value="Firstname Lastname"/></p> <p>*Name institution <input type="text" value="UZ Leuven"/></p> <p>*Country <input type="text" value="BEL"/> *Postal code <input type="text" value="3000"/> *City/Town <input type="text" value="LEUVEN"/></p> <p>*Street + Number <input type="text" value="Herestraat 49"/></p>

- Complete the Sample specific information.

Sample

*Sample ID

General info	Used from parent	This sample
<p>Status <input type="text" value="Pathological"/> ⓘ</p> <p>*Processed by <input type="text" value="Technician"/></p> <p>Long-term storage by <input type="text"/></p> <p>Long-term storage date <input type="text"/> Time (HH:MM) <input type="text"/> (1)</p> <p>Long-term storage location <input type="text"/> ⓘ</p> <p>*Sample Type Category <input type="text" value="Solid"/></p> <p>Organ/tissue origin <input type="text" value="C18"/> <input type="button" value="SEARCH"/> COLON</p>	<p>Quantity <input type="text" value="0,00"/> <input type="text"/></p>	<p>*Initial quantity <input type="text" value="1,00"/> <input type="text" value="piece"/></p> <p>*Quantity <input type="text" value="1,00"/> <input type="text" value="piece"/></p> <p>Concentration <input type="text" value="0,00"/> <input type="text"/></p>
<p><input checked="" type="checkbox"/> Consumed by processing ⓘ</p> <p><input type="checkbox"/> Known biological risk ⓘ</p> <p><input type="checkbox"/> Known radiation risk ⓘ</p>		

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that define




Please note that the decimal separator to be used depends on the regional settings of your web browser

- Elements 3-7 of the SPREC can be left blank for a sample that has been consumed by processing; these data are registered at the child sample level.



SPREC (Standard PREanalytical Code) for SOLID sample

Element 1



*Type of sample  Solid tissue



Specify type of sample

Element 2

Type of collection   Surgical excision in normal saline or phosphate buffered saline


Element 3



Vascular clamp date  Time (HH:MM) 


Warm ischemia time ☒   Unknown

Element 4



Cold ischemia Temp (°C)

Start fix-/stabilization date  Time (HH:MM)


Cold ischemia time ☒   Unknown



- Click  to register the sample to the PeopleSoft database.

Element 5


Fixation/stabilization type   Unknown

Element 6



End fixation date 
Time (HH:MM)

Fixation time   Unknown


Element 7

Long-term storage container 

Long-term storage Temp (°C) or ☐ Liquid Nitrogen


Long-term storage   Unknown


TIS-SSL-X-X-XXX-X-X



Created by
on

Last modified by
on






b. Register the snap frozen tissue sample TEST04-SNP (child from TEST04-TIS)

- After saving sample TEST04-TIS, the “Create child” button right of the sample ID will no longer be greyed out. Click this button to create a child from sample TEST04-TIS

Sample			
*Sample ID	TEST04-TIS	Create child	Create sibling
			Show parent

- When clicking the “create child” button the question below will appear. A snap frozen tissue sample is a simple derivative, therefore you should select “No”, after which you will return to the data entry form.


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[UZ Biobank](#)
[Registry IN](#)

Create COMPLEX derivative?

- All study and donor information from the parent sample is copied to the child sample

Study	
*S-number	S51411
*Informed Consent type	Secondary Use i
*Timepoint of collection	Baseline

Donor	
*Donor ID	TEST04
*Informed Consent Form present	Yes (written)
*Anonymous/Coded	Coded i
Age at sample collect (months)	600
Gender	Female
*Diagnosis at sample collection	C18.6
Malignant neoplasm: Descending colon	
*Collection date	12-06-2019
*Time (HH:MM)	09:00 (1)
Received date	
Received by	

Collection address	
*Collection site type	Hospital
*MD responsible for collection	Firstname Lastname
*Name institution	UZ Leuven
*Country	BEL
*Postal code	3000
*City/Town	LEUVEN
*Street + Number	Herestraat 49

- Sample specific data has to be completed for the child

Sample ID

TEST04-SNP

Create child

Create sibling

Show parent

General info

Status

Pathological

*Processed by

Technician

*Long-term storage by

Technician

*Long-term storage date

12-06-2019

*Time (HH:MM)

10:00

(1)

*Long-term storage location

T81185\

*Sample Type Category

Solid

Organ/tissue origin

C18

COLON

Consumed by processing

Known biological risk

Known radiation risk

Used from parent

*Quantity

0,5

piece

This sample

*Initial quantity

1,00

piece

*Quantity

1,00

piece

Concentration

0,00

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that define the sample quality and impacts the validity of the end result.

SPREC (Standard PREanalytical Code) for SOLID sample

Element 1

*Type of sample Solid tissue

Specify type of sample

Element 2

Type of collection Surgical excision in normal saline or phosphate buffered saline

Element 3

Vascular clamp date Time (HH:MM)


Warm ischemia time >60 min

Element 4



Cold ischemia Temp (°C)

Start fix-/stabilization date Time (HH:MM)




Cold ischemia time 2°C–10°C <60 min

- Click  to register the sample to the PeopleSoft database.




Element 5


Fixation/stabilization type   Unknown

Element 6

End fixation date  Time (HH:MM)
Fixation time   Not applicable

Element 7

Long-term storage container 
Long-term storage Temp (°C) or ☐ Liquid Nitrogen
Long-term storage   Cryotube 1-2mL (-85) to (-60)°C

TIS-SSL-F-E4-XXX-N-D


Created by on

Last modified by on

 Save

 Add

- Click the “Show parent” button to return to the PeopleSoft Form containing the data regarding the colon tissue parent sample (TEST04-TIS).

Sample			
*Sample ID	TEST04-SNP	Create child	Create sibling
		Show parent	

- Click on the “Create child” button to create a second child from the colon tissue sample (TEST04-TIS).

Sample			
*Sample ID	TEST04-TIS	Create child	Create sibling
		Show parent	

- When clicking the “create child” button the question below will appear. A FFPE tissue sample is a simple derivative, therefore you should select “No”, after which you will return to the data entry form.

PeopleSoft 9	
Favorites	Main Menu > UZ Biobank > Registry IN
Create COMPLEX derivative?	
Yes	No

- All study and donor information from the parent sample is copied to the child sample.

Study	
*S-number	S51411
*Informed Consent type	Secondary Use i
*Timepoint of collection	Baseline

Donor	
*Donor ID	TEST04
*Informed Consent Form present	Yes (written)
*Anonymous/Coded	Coded i
Age at sample collect (months)	600
Gender	Female
*Diagnosis at sample collection	C18.6
Malignant neoplasm: Descending colon	
*Collection date	12-06-2019
*Time (HH:MM)	09:00 (1)
Received date	
Received by	

Collection address	
*Collection site type	Hospital
*MD responsible for collection	Firstname Lastname
*Name institution	UZ Leuven
*Country	BEL
*Postal code	3000
*City/Town	LEUVEN
*Street + Number	Herestraat 49

- Sample specific data has to be completed for the child

Sample

*Sample ID

TEST04-FFPE

Create child

Create sibling

Show parent

General info

Status

Pathological

*Processed by

Technician

*Long-term storage by

Technician

*Long-term storage date

14-06-2019

*Time (HH:MM)

10:00

(1)

*Long-term storage location

T56874\

*Sample Type Category

Solid

Organ/tissue origin

C18

COLON

Consumed by processing

Known biological risk

Known radiation risk

Used from parent

*Quantity

0,50

piece

This sample

*Initial quantity

1,00

block

*Quantity

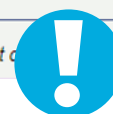
1,00

block

Concentration

0,00

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that can affect sample quality and impacts the validity of the end result.



Please note that the decimal separator to be used depends on the regional settings of your web browser

SPREC (Standard PREanalytical Code) for SOLID sample

Element 1

*Type of sample Solid tissue

Specify type of sample

Element 2

Type of collection Surgical excision in normal saline or phosphate buffered saline

Element 3

Vascular clamp date Time (HH:MM)


Warm ischemia time >60 min

Element 4



Cold ischemia Temp (°C)

Start fix-/stabilization date Time (HH:MM)


Cold ischemia time 2°C–10°C 60 min–3 h



- Click  to register the sample to the PeopleSoft database.

Element 5


Fixation/stabilization type   Nonbuffered formalin

Element 6



End fixation date  Time (HH:MM)

Fixation time   4–8 h


Element 7

Long-term storage container 

Long-term storage Temp (°C) or ☐ Liquid Nitrogen

Long-term storage   Paraffin block RT or 2–10°C

TIS-SSL-F-F4-FOR-D-P



Created by on
Last modified by on

 Save

 Add

1.3. Blood processed into DNA (fluid parent sample to complex child sample)

A complex derivative of a fluid sample

The example below illustrates how to register DNA derived from an EDTA blood sample using the PeopleSoft application interface.

a) Register Blood sample TEST03-BLD

- Donor TEST03 (Male, 550 months old, diagnosed with Ankylosing spondylitis) was included in study S51013 (PI Dr Firstname Lastname) and signed an informed consent, including primary use of the collected material.
- One whole blood sample of 5.00 ml was collected using an EDTA tube from donor TEST03 on the 12th of June 2019 at 10:00 at UZ Leuven.
- No known biological or radiation risk was present.
- Extracting the DNA, the entire EDTA sample was consumed.

b) Register DNA sample TEST03-DNA (child of TEST03-BLD)

- 5 mL from the EDTA sample was used to extract DNA (TEST02-RNA). Sample processing is executed based on a reviewed SOP.
- A 50 µL DNA sample with a concentration of 100 ng/µL was created.
- Prior to processing the tissue sample was stored at 4°C.
- Processing started the 12th of June 2019 at 12:00 end ended the same day at 16:30.
- The DNA sample was kept refrigerated (4°C) awaiting long-term storage.
- At 17:00 the sample was then stored at -20°C.

a. Register EDTA blood sample TEST03-BLD

- Complete the study and donor specific information

Study
*S-number <input type="text" value="S51013"/>
*Informed Consent type <input type="text" value="Primary Use"/>
*Timepoint of collection <input type="text" value="Baseline"/>

Donor
*Donor ID <input type="text" value="TEST03"/>
*Informed Consent Form present <input type="text" value="Yes (written)"/>
*Anonymous/Coded <input type="text" value="Coded"/>
Age at sample collect (months) <input type="text" value="550"/> Gender <input type="text" value="Male"/>
*Diagnosis at sample collection <input type="text" value="M45"/> Ankylosing spondylitis
*Collection date <input type="text" value="12-06-2019"/> *Time (HH:MM) <input type="text" value="10:00"/> (1)
Received date <input type="text"/> Received by <input type="text"/>

Collection address
*Collection site type <input type="text" value="Hospital"/>
*MD responsible for collection <input type="text" value="Firstname Lastname"/>
*Name institution <input type="text" value="UZ Leuven"/>
*Country <input type="text" value="BEL"/> *Postal code <input type="text" value="3000"/> *City/Town <input type="text" value="LEUVEN"/>
*Street + Number <input type="text" value="Herestraat 49"/>

- Complete the Sample specific information

Sample ID

TEST03-BLD

Create child

Create sibling

Show parent

General info

Status

Normal

*Processed by

Technician

Long-term storage by

Long-term storage date

Time (HH:MM)

(1)

Long-term storage location

*Sample Type Category

Fluid

Organ/tissue origin

☒ Consumed by processing

☐ Known biological risk

☐ Known radiation risk

Used from parent

Quantity

0,00

This sample

*Initial quantity

5,00

ml

*Quantity

5,00

ml

Concentration

0,00

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that influence the sample quality and impacts the validity of the end result.




Please note that the decimal separator to be used depends on the regional settings of your web browser

- Elements 3-7 of the SPREC can be left blank for a sample that has been consumed by processing; these data are registered at the child sample level.



SPREC (Standard PREanalytical Code) for FLUID sample

Element 1

*Type of sample  Blood (whole)



Specify type of sample



Element 2

*Type of primary container   Potassium EDTA

Element 3

Pre-centrifugation Temp (°C)

Start centrifugation date  Time (HH:MM) 

Pre-centrifugation delay   Unknown



Element 4 (1st centrifugation)


Temp (°C)

Duration (min)



Speed (g)

Braking: ☐





1st centrifugation   Unknown

- Click  to register the sample to the PeopleSoft database.



Element 5 (2nd/last centrifugation)


Temperature
Duration (min)
Speed (g)
Braking: ☐
2nd centrifugation ☒   Unknown

Element 6

End centrifugation date  Time (HH:MM) 
Post-centrifugation Temp (°C)
Post-centrifugation delay ☒   Unknown

Element 7

Long-term storage container
Long-term storage Temp (°C) or ☐ Liquid Nitrogen
Long-term storage ☒   Unknown



BLD-PED-X-X-X-X-X


Created by

on

Last modified by

on





b. Register DNA sample TEST03-DNA (child from TEST03-DNA)

- After saving sample TEST03-BLD, the “Create child” button right of the sample ID will no longer be greyed out. Click this button to create a child from sample TEST03-BLD

Sample			
*Sample ID	TEST03-BLD	Create child	Create sibling
		Show parent	

- When clicking the “create child” button the question below will appear. A DNA sample is a complex derivative, therefore you should select “Yes”, after which you will return to the data entry form.


PeopleSoft 9

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 [UZ Biobank](#) >
 [Registry IN](#)

Create COMPLEX derivative?

- All study and donor information from the parent sample (TEST03-BLD) is copied to the child sample

Study	
*S-number	S51013
*Informed Consent type	Primary Use i
*Timepoint of collection	Baseline

Donor	
*Donor ID	TEST03
*Informed Consent Form present	Yes (written)
*Anonymous/Coded	Coded i
Age at sample collect (months)	550
Gender	Male
*Diagnosis at sample collection	M45 Ankylosing spondylitis
*Collection date	12-06-2019
*Time (HH:MM)	10:00 (1)
Received date	
Received by	

Collection address	
*Collection site type	Hospital
*MD responsible for collection	Firstname Lastname
*Name institution	KU Leuven
*Country	BEL
*Postal code	3000
*City/Town	LEUVEN
*Street + Number	Herestraat 49

- Sample specific data has to be completed for the child

Sample

*Sample ID

TEST03-DNA

Create child

Create sibling

Show parent

General info

Status

Normal

*Processed by

Technician

*Long-term storage by

Technician

*Long-term storage date

12-06-2019

*Time (HH:MM)

17:00

(1)

*Long-term storage location

T81185\

*Sample Type Category

Complex (FLUID parent)

Organ/tissue origin

Consumed by processing

Known biological risk

Known radiation risk

Used from parent

*Quantity

5,00

ml

This sample

*Initial quantity

50,00

µl

*Quantity

50,00

µl

Concentration

100,00

ng/µl

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that define the sample quality and impacts the validity of the end result.

COMPLEX with FLUID parent

Element 1

*Type of sample DNA

Specify type of sample

Element 2

Type of sample of parent

Specify type of parent sample

Element 3


*Type of primary container

Element 4

Pre-processing Temp (°C)

Start processing date Time (HH:MM)

Pre-processing delay 2°C–10°C 2–4 h

- Click  to register the sample to the PeopleSoft database

Element 5

End processing date

12-06-2019

Time (HH:MM)

16:30

Post-processing Temp (°C)

4,00

Post-processing delay

A

<1 h 2°C–10°C

Element 6

Long-term storage container

PP tube 0.5–2mL

Long-term storage Temp (°C)

-20,00

or

☐ Liquid Nitrogen

Long-term storage

B

PP tube 0.5–2mL (-35) to (-18)°C

Element 7

Processing code

90

In Qualification: reviewed SOP available

DNA-BLD-PED-D-A-B-90

Created by on

Last modified by on

 Save

 Add

1.4. Tissue processed into RNA, subsequently processed into cDNA (solid parent sample to complex child sample)

A complex derivative of a solid sample

The example below illustrates how to register RNA derived from snap frozen heart tissue as well as a cDNA sample derived from this RNA using the PeopleSoft application interface.

a. Register tissue sample TEST02-TIS

- Donor TEST02 (Female, 908 months old, diagnosed with Cardiomyopathy due to drugs and other external agents) was included in study S51013 (PI Dr Firstname Lastname). Residual material was collected. The donor did not exercise her right to opt out so consent is presumed to be given.
- A 0,6g sample of a heart weighing 300 g was collected as a surgical excision.
- Vascular clamping was performed on the 12th of June 2019 at 22:30. The sample was collected at 23:45.
- Cold ischemia temperature was 4°C
- Fixation/stabilization was initiated the same day at 23:45 by snap freezing the sample.
- The tissue sample (TEST02-TIS) was then stored on the 13th of June 2019 at 00:35 in a 1- to 2-mL polypropylene tube at a temperature of -80°C.

b. Register RNA sample TEST02-RNA (child of TEST02-TIS)

- 0,02 g from the previously stored tissue sample (TEST02-TIS) was used to extract RNA (TEST02-RNA).
- Prior to processing, the tissue sample was stored at 4°C.
- Processing started the 13th of June 2019 at 11:00 and ended the same day at 16:00.
- A 20 µL RNA sample with a concentration of 150 ng/µL was created based on an experimental description/draft SOP.
- The RNA sample was kept refrigerated (4°C) awaiting long-term storage.
- At 16:05 the sample was then stored at -80°C

c. Register cDNA sample TEST02-cDNA (child of TEST02-RNA)

- 3,30 µL of the RNA sample was used to create the cDNA sample.
- Prior to processing the RNA sample was stored at 4°C.
- Processing started the 15th of June 2019 at 11:00 and ended the same day at 15:00.
- A 10 µL cDNA sample with a concentration of 120 ng/µL (TEST02-cDNA) was created based on an experimental description/draft SOP .
- The cDNA sample was kept refrigerated (4°C) awaiting long-term storage.
- At 15:10 the sample was then stored at -80°C.

a. Register tissue sample TEST02-TIS

- Complete the Study and donor specific information

Study
<p>*S-number <input type="text" value="S51013"/></p> <p>*Informed Consent type <input type="text" value="Residuary Material"/></p> <p>*Timepoint of collection <input type="text" value="Baseline"/></p>

Donor
<p>*Donor ID <input type="text" value="TEST02"/></p> <p>*Informed Consent Form present <input type="text" value="Presumed Consent/Opt out"/></p> <p>*Anonymous/Coded <input type="text" value="Coded"/></p> <p>Age at sample collect (months) <input type="text" value="908"/> Gender <input type="text" value="Female"/></p> <p>*Diagnosis at sample collection <input type="text" value="I42.7"/> Cardiomypopathy due to drugs and other external agents</p> <p>*Collection date <input type="text" value="12-06-2019"/> *Time (HH:MM) <input type="text" value="23:45"/> (1)</p> <p>Received date <input type="text" value="13-06-2019"/> Received by <input type="text" value="Technician"/></p>

Collection address
<p>*Collection site type <input type="text" value="Hospital"/></p> <p>*MD responsible for collection <input type="text" value="Firstname Lastname"/></p> <p>*Name institution <input type="text" value="UZ Leuven"/></p> <p>*Country <input type="text" value="BEL"/> *Postal code <input type="text" value="3000"/> *City/Town <input type="text" value="LEUVEN"/></p> <p>*Street + Number <input type="text" value="Herestraat 49"/></p>

- Complete the Sample specific information.

Sample ID

TEST02-TIS

Create child

Create sibling

Show parent

General info

Status

Pathological

*Processed by

Technician

*Long-term storage by

Technician

*Long-term storage date

13-06-2019

*Time (HH:MM)

00:35

(1)

*Long-term storage location

T95057\COMP_6\SHELF_1\BOX_1\POS_A1

*Sample Type Category

Solid

Organ/tissue origin

C38.0

Heart

Consumed by processing

Known biological risk

Known radiation risk

Used from parent

Quantity

0,00

This sample

*Initial quantity

300,00

g

*Quantity

0,60

g

Concentration

0,00

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that



Please note that the decimal separator to be used depends on the regional settings of your web browser

SPREC (Standard PREanalytical Code) for SOLID sample

Element 1

*Type of sample Solid tissue

Specify type of sample

Element 2

Type of collection Surgical excision in tissue low-temperature transport media

Element 3

Vascular clamp date Time (HH:MM)


Warm ischemia time >60 min

Element 4


Cold ischemia Temp (°C)

Start fix-/stabilization date Time (HH:MM)


Cold ischemia time 2°C–10°C <60 min


- Click  to register the sample to the PeopleSoft database

Element 5

Fixation/stabilization type   Snap freezing

Element 6

End fixation date  Time (HH:MM)

Fixation time   15 min–1 h

Element 7

Long-term storage container 

Long-term storage Temp (°C) or ☐ Liquid Nitrogen

Long-term storage   Cryotube 1–2mL (-85) to (-60)°C

TIS-STM-F-E4-SNP-N-D

Created by on

Last modified by on

 Save

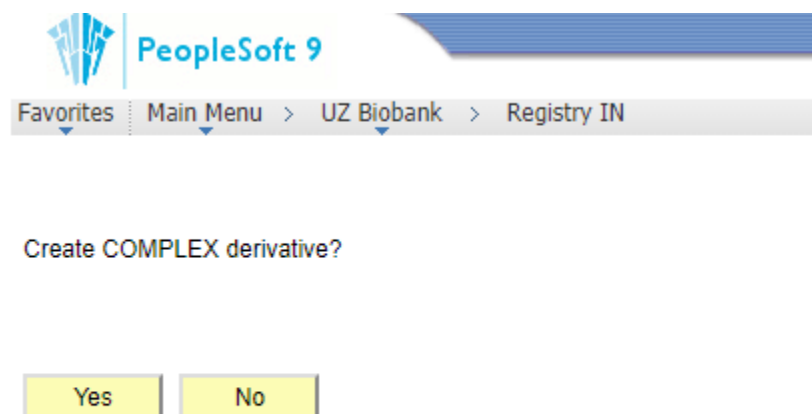
 Add

b. Register RNA sample TEST02-RNA (child of TEST02-TIS)

- When saving sample TEST02-TIS the “Create child” button will no longer be greyed out. Click this button to create a child from sample TEST02-RNA



- When clicking the “create child” button the question below will appear. A RNA sample is a complex derivative, therefore you should select “Yes”, after which you will return to the data entry form.



- Data related to donor and study from the parent sample is copied to the child sample.

Study	
*S-number	S51013
*Informed Consent type	Residuary Material i
*Timepoint of collection	Baseline

Donor	
*Donor ID	TEST02
*Informed Consent Form present	Presumed Consent/Opt out
*Anonymous/Coded	Coded i
Age at sample collect (months)	908
Gender	Female
*Diagnosis at sample collection	142.7 Cardiomyopathy due to drugs and other external agents
*Collection date	12-06-2019
*Time (HH:MM)	23:45 (1)
Received date	12-06-2019
Received by	Technician

Collection address	
*Collection site type	Hospital
*MD responsible for collection	Firstname Lastname
*Name institution	UZ Leuven
*Country	BEL
*Postal code	3000
*City/Town	LEUVEN
*Street + Number	Herestraat 49

- Sample specific data has to be completed for the child.

Sample

*Sample ID

TEST02-RNA

Create child

Create sibling

Show parent

General info

Status

Pathological

*Processed by

technician

*Long-term storage by

technician

*Long-term storage date

13-06-2019

*Time (HH:MM)

16:05

(1)

*Long-term storage location

T74671\

*Sample Type Category

Complex (SOLID parent)

Organ/tissue origin

C38.0

Heart

Consumed by processing

Known biological risk

Known radiation risk

Used from parent

*Quantity

0,02

g

This sample

*Initial quantity

20,00

µl

*Quantity

20,00

µl

Concentration


150,00

ng/µl

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that define the sample quality and impacts the validity of the end result.


COMPLEX with SOLID parent

Element 1

*Type of sample  RNA



Specify type of sample

Element 2

Type of sample of parent 



Specify type of parent sample



Element 3


Fixation/stabilization type  

Element 4

Pre-processing Temp (°C)

Start processing date  Time (HH:MM) 

Pre-processing delay   2°C–10°C 8–12 h

- Click  to register the sample to the PeopleSoft database

Element 5

End processing date

13-06-2019

31

Time (HH:MM)

16:00

i

Post-processing Temp (°C)

4,00

Post-processing delay

A

?

i

<1 h 2°C–10°C

Element 6

Long-term storage container

PP tube 0.5–2mL

?

Long-term storage Temp (°C)

-80,00

or

☐ Liquid Nitrogen

Long-term storage

A

?

i

PP tube 0.5–2mL (-85) to (-60)°C

Element 7

Processing code

80

?

i

Experimental: description/draft SOP available

RNA-TIS-SNP-H-A-A-80

Created by

on

Last modified by

on

 Save

 Add

c. Register cDNA sample TEST02-cDNA (child of TEST02-RNA)

- When saving sample TEST02-RNA the “Create child” button will no longer be greyed out. Click this button to create a child from sample TEST02-RNA

Sample

*Sample ID TEST02-RNA

Create child

Create sibling

Show parent

- Details on the donor and study will be copied over from the parent sample

Study

*S-number S51013

*Informed Consent type Residuary Material

*Timepoint of collection Baseline

Donor

*Donor ID TEST02

*Informed Consent Form present Presumed Consent/Opt out

*Anonymous/Coded Coded

Age at sample collect (months) 908 Gender Female

*Diagnosis at sample collection I42.7 Cardiomyopathy due to drugs and other external agents

*Collection date 12-06-2019 *Time (HH:MM) 23:45 (1)

Received date 12-06-2019 Received by Technician

Collection address

*Collection site type Hospital

*MD responsible for collection Firstname Lastname

*Name institution UZ Leuven

*Country BEL *Postal code 3000 *City/Town LEUVEN

*Street + Number Herestraat 49

- Fill out the sample details for sampleTEST02-cDNA

Sample ID

TEST02-cDNA

Create child

Create sibling

Show parent

General info

Status

Pathological

i

*Processed by

Technician

☐ Consumed by processing

i

*Long-term storage by

Technician

☐ Known biological risk

i

*Long-term storage date

15-06-2019

31

*Time (HH:MM)

15:10

(1)

☐ Known radiation risk

i

*Long-term storage location

T74671\

i

*Sample Type Category

Complex (SOLID parent)

Organ/tissue origin

C38.0

Heart

Used from parent

*Quantity

3,30

µl

▼

This sample

*Initial quantity

10,00

µl

▼

*Quantity

10,00

µl

▼

Concentration

120,00


ng/µl

▼

(1) It is strongly advised to record the exact **sample collection time** and **sample storage time**, as it is one of the important factors that define the sample quality and impacts the validity of the end result.


COMPLEX with SOLID parent

Element 1

*Type of sample  cDNA


Specify type of sample

Element 2

Type of sample of parent  RNA


Specify type of parent sample


Element 3

Fixation/stabilization type  


Element 4

Pre-processing Temp (°C)

Start processing date 

Time (HH:MM) 

Pre-processing delay   2°C–10°C >48 h

- Click  to register the sample to the PeopleSoft database

Element 5

End processing date15-06-201931Time (HH:MM)15:00i

Post-processing Temp (°C)4,00

Post-processing delayA<1 h 2°C–10°C

Element 6

Long-term storage containerPP tube 0.5–2mL

Long-term storage Temp (°C)-80,00orLiquid Nitrogen

Long-term storageAPP tube 0.5–2mL (-85) to (-60)°C

Element 7

Processing code80Experimental: description/draft SOP available

CDN-RNA-SNP-N-A-A-80

Created by on

Last modified by on

 Save

 Add

2. REGISTRY OUT


2.1. Serum sample used for research


- Sample TEST01-SER1 is registered OUT as it is used in an assay performed at the PI's laboratory.
- The sample has to be registered OUT completely, although only 200 µl will be used for the assay.


Favorites Main Menu > UZ Biobank > Registry OUT

Biobank registry OUT Audit

SetID UZSET Register ID NEXT

Sample Register ID 

*Informed Consent type 



*S-number  VLECC: VLAAMSE ERFELIJKHEIDSONDERZOEK CROHN EN COLITIS ULCER

Sample

*Sample ID *Quantity

Donor

*Donor ID

*Anonymous/Coded  ☐ Art 11 applicable 

Consignee

 *Name

 *Institution 


 Department

 Unit/Laboratory



 *Country *Postal code *City/Town



 *Street + Number
Distribution


 *Distribution date  Distributed by

 Type of shipment 
☒ Material Transfer Agreement



After use, the remainder of the sample (300 µl) is returned to storage.

Distribution	
*Distribution date	04/06/2019 
Distributed by	Technician
Type of shipment	Internal Use 
<input checked="" type="checkbox"/> Material Transfer Agreement	

Return	
Returned date	04/06/2019 
*Returned quantity	300.00 µl
*Storage location after return	T61496\ 



Destruction	
Desctruction date	
Destroyed by	
Reason for destruction	



Created by	llinse0	on	11/06/19 14:31:19.000000
Last modified by	llinse0	on	11/06/19 14:33:01.000000


 Save
  Add

Biobank registry OUT | [Audit](#)



As an example, at the end of the study, the sample is destroyed.

Distribution	
*Distribution date	04/06/2019 
Distributed by	Technician
Type of shipment	Internal Use 
<input checked="" type="checkbox"/> Material Transfer Agreement	

Return	
Returned date	04/06/2019 
*Returned quantity	300.00 μ l
*Storage location after return	T61496\ 

Destruction	
Destruction date	11/06/2019 
*Destroyed by	Technician
*Reason for destruction	End of study

Created by	llinse0	on	11/06/19 14:31:19.000000
Last modified by	llinse0	on	11/06/19 14:36:20.000000

 Save
  Add

Biobank registry OUT | [Audit](#)