



Chicken Soup

for the Busy Coordinator

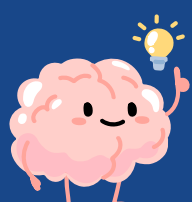


JULY 2025

Management of Biological Samples

STUDY OVERVIEW

The study involves collection of blood samples for 100 subjects with a 12-month timeline.



Principal investigator (PI) Dr Future

How should I go about managing these samples?

Reminder: Informed Consent Form must be signed before any research procedures



01.

Pre-Collection

- Label materials appropriately
- Verify subject's consent
- Follow protocol-specific requirements for collection
- Update biological specimen log

- PI to delegate trained and qualified staff for collection and handling of biological samples
- Verify logistics are ready (storage, transport, supplies)



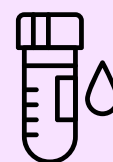
03.

Processing

- Follow study specific instructions for storage in accordance to applicable local/regulatory requirements

02.

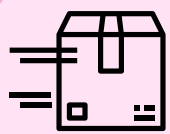
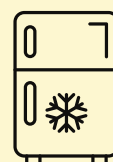
Collection



- Verify subject information on labels
- Follow protocol-specific requirements for processing
- Update biological specimen log

04.

Storage



05.

Shipping

- Ensure documents are available:
 - Relevant written lab SOPs
 - Equipment maintenance/calibration
 - Competency of facility (e.g. lab accreditation)

- Follow study specific instructions for packing and shipping
- Retain receipts for documentation
- Update biological specimen log

06.

Documentation



07.

Destruction

- Follow sponsor/ institution's requirements for the destruction of specimens (where applicable)

The Principal Investigator is responsible for ensuring compliance with the regulatory requirements and the approved study protocol on management of biological specimen. Refer to Institution's SOPs for more information on proper biological sample management.

References: PCR SOP 501-C05 Biological Specimen Collection and Handling

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*Disclaimer: All characters appearing in this article are fictitious. Any resemblance to real persons is purely coincidental. Best practices may differ between institutions. Readers are encouraged to follow their institution's policies/ guidelines relating to the above scenarios/case study.