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Q² Solutions How Do I...? Guides for Site Coordinators

How Do I Complete a Requisition Form?

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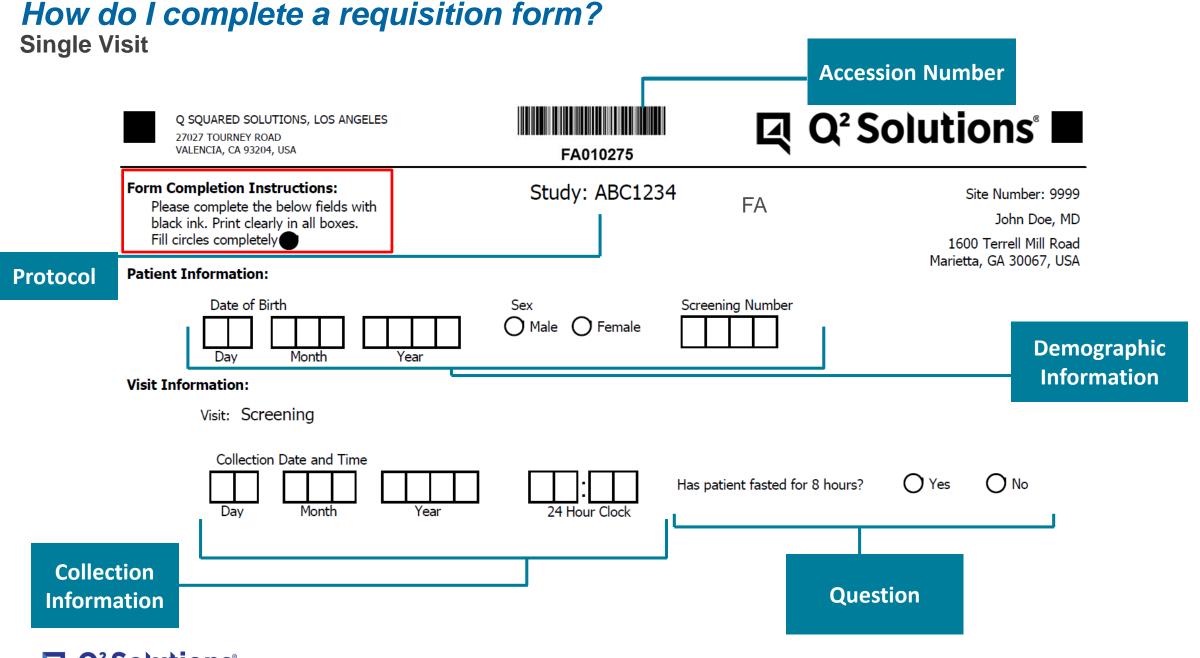
How do I complete a requisition form?

- Each Lab Kit will contain a Requisition Form
- All fields and checkboxes within the requisition form must be completed.
- Q² Solutions will contact the investigator site if any information needs to be confirmed.

 Please note that results may not be released until this information is confirmed, so it is important that the information is accurate and consistent.
- The requisition form should be completed as per the study guidelines.
- The white copy of the completed requisition form should be inserted into the back pouch of the Specimen Shipping Bag (SSB) with the first shipment to Q² Solutions for ambient shipments. The yellow copy of the completed requisition form is to be kept at site as part of the Investigator records. Do not return the yellow copy of the requisition form to Q² Solutions.
- If the study only has frozen shipping, please return the white copy of the completed requisition form with the first frozen shipment.
- Each requisition form is linked with one unique accession number, all tubes returned within a kit should have that same accession number.
- All fields should be completed and circles should be completely filled with black ink.

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How do I complete a requisition form? Single Visit

Sample Collection Information: Testing Fill circle if Sample Sample Collection Sample Shipment Required unless otherwise stated NOT Collected Transfer Tube 2.5ml Plain Screw Cap A07 Glucose Frozen - Daily A08 LDL Transfer Tube 2.5ml Plain Screw Cap Ambient - Daily Triglycerides (Optional testing, fill circle if required) Sample ID is displayed next to If any sample has Sample collection lists the the **Ensure each** test name. **NOT** been transfer container. sample is collected - fill in **Testing Information will be** shipped at the any circles. required unless stated as shipping optional. temperature outlined above Fill in any circles for optional and the shipping testing where sample IS being frequency. collected.

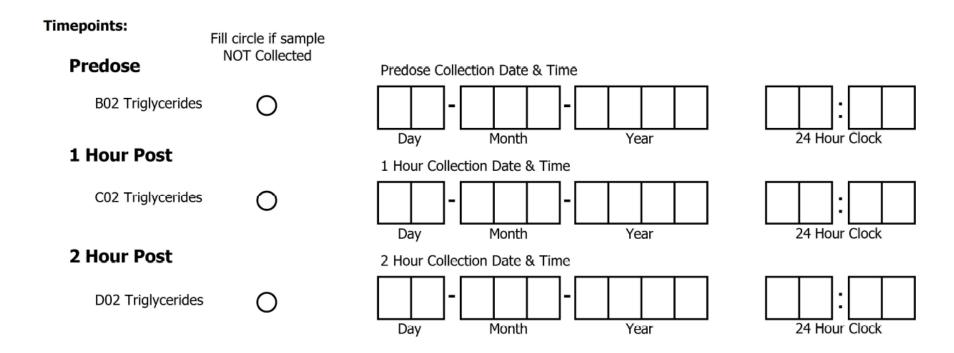
For full Specimen Processing instructions please refer to the Specimen Processing section of the laboratory manual



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5

How do I complete a requisition form? Timepoints



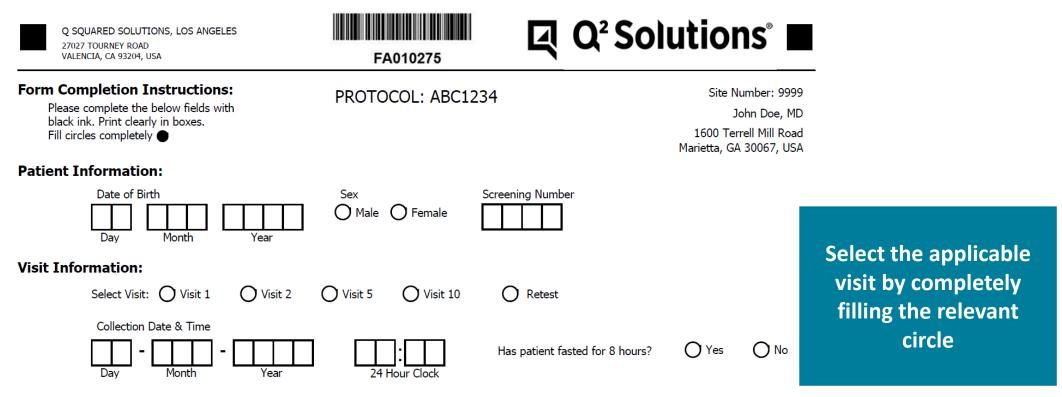
- For each timepoint collected a collection date and time should be provided in black ink.
- For any timepoint not collected, the corresponding circle should be filled to indicate not collected.



How do I complete a requisition form? Multi Visit

Some visits have the same testing and storage requirements. These visits may share the same kit type. The outside label on the kit will include the visit name applicable to the kit. The requisition form will have all applicable visits listed.

The applicable visit being collected should have the circle filled completely





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7