



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

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How Do I Manage Kits and Supplies?



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Initial Shipments

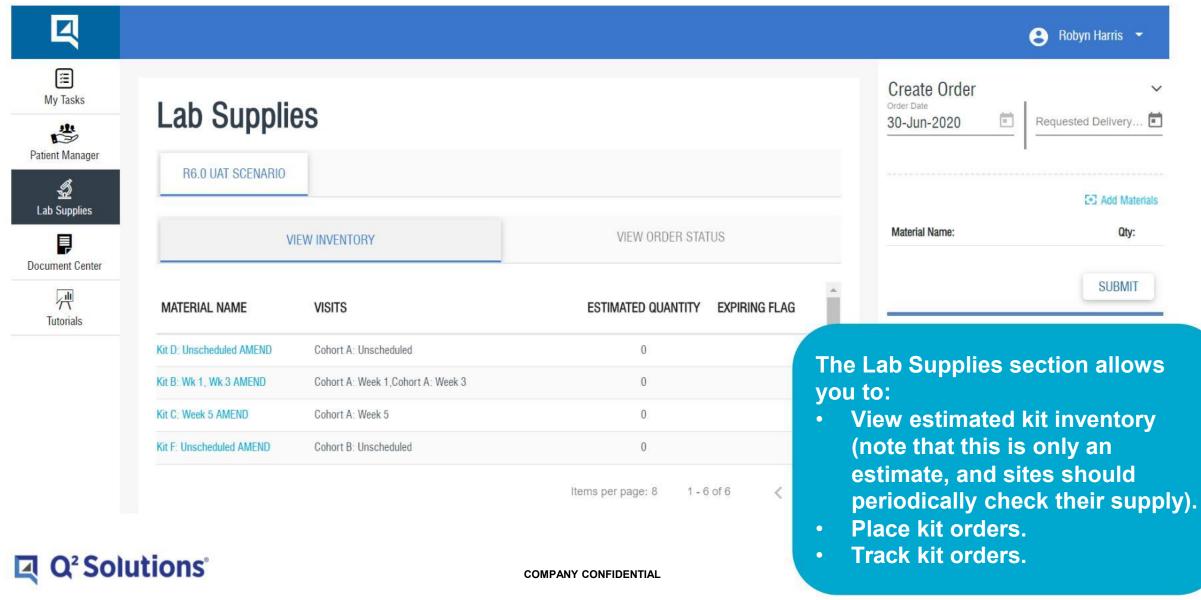
- Q² Solutions will provide a supply of Kits and Additional Supplemental Supplies through an Initial Shipment to the site in advance of the Site Initiation Visit.
- The number of Kits and Additional Supplemental Supplies that are included in the initial shipment will be agreed with the Customer as part of the study Set Up activities.
- The required quantities for each individual site will be calculated based on the following criteria:
 - Site recruitment expectations.
 - Expected screen failure rate.
 - Kits expiry timelines.
 - Overall patient duration.
 - Country import restrictions.
- The average shelf-life for a kit is 6 month, although this can be longer or shorter depending on the contents of the kits.
- It is the responsibility of the site to review the kit inventory regularly, taking into account expiry dates of kits and upcoming patient visits.
- Resupply order should be placed as required.

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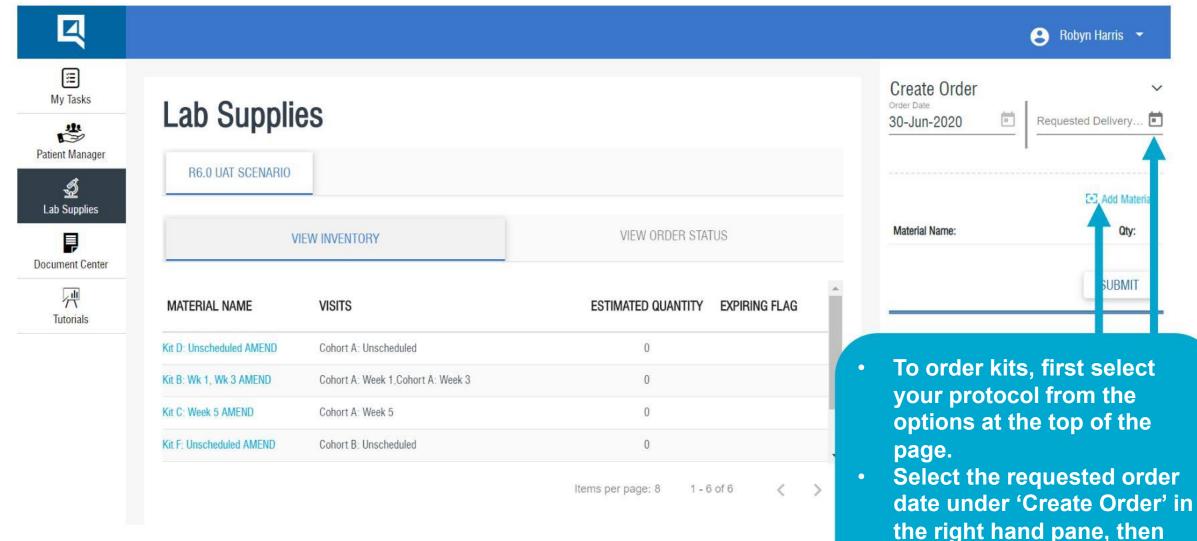
- Resupply orders of Kits and Additional Supplemental Supplies can be placed online via the LTMS Portal.
- Please allow at least 7-10 business days for receipt of supplies. Note: This will be longer for countries where supplies are subject to customs clearance procedures.
- Before placing any order, available supplies should be checked and Kits and Additional Supplemental Supplies that have expired should be discarded.
- In addition to the LTMS Portal, information on the Resupplies available to be ordered can be found in the Laboratory Manual.
- If supplies are urgently required, please contact Q² Solutions using the contact information provided in the Laboratory Manual. Please note that there will be additional charges for expedited orders.



• Kits and Supplies can be managed through the Lab Supplies section of the LTMS Portal.



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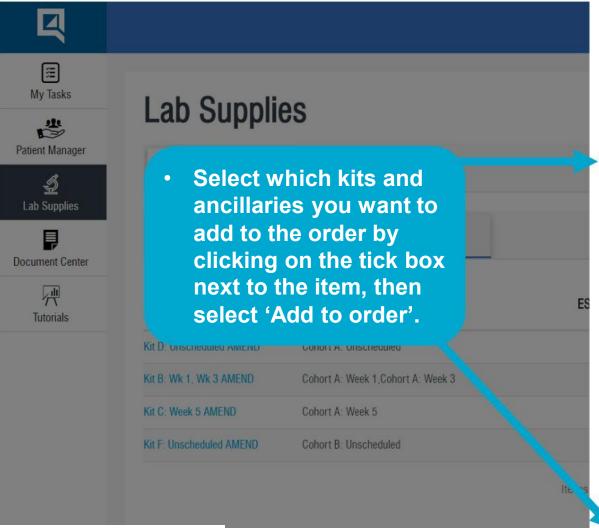
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click 'Add Materials'.

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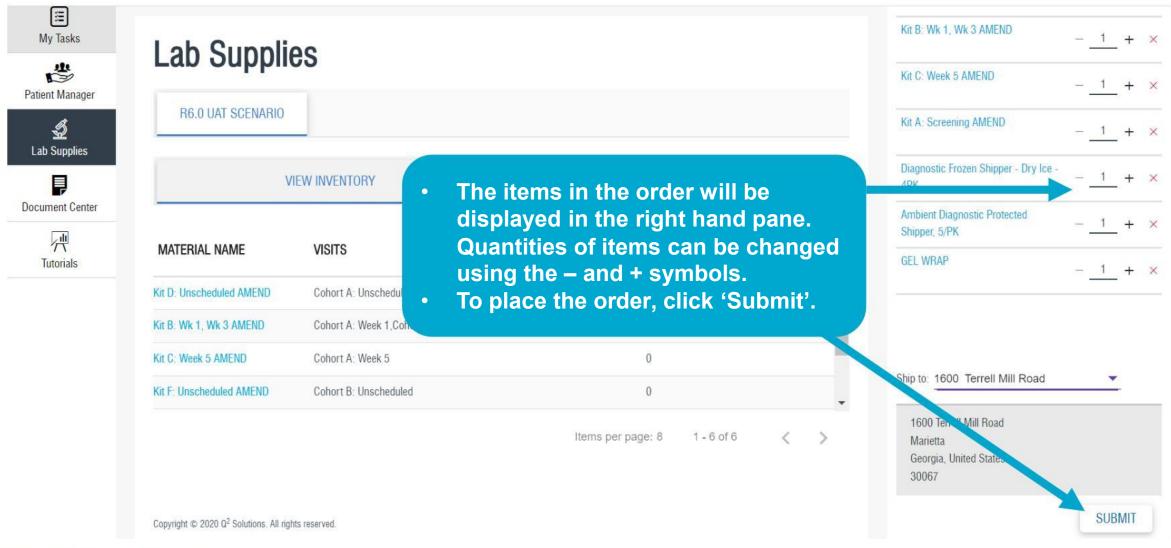
Material Name	Visit Name	Estimated Stock
Kit D: Unscheduled AMEND	Cohort A: Unscheduled	0
✔ Kit B: Wk 1, Wk 3 AMEND	Cohort A: Week 1,Cohort A: Week 3	0
Kit C: Week 5 AMEND	Cohort A: Week 5	0
Kit F: Unscheduled AMEND	Cohort B: Unscheduled	0
Kit E: Wk 1, Wk 3, Wk 5 AMEND	Cohort B: Week 1, Cohort B: Week 3, Cohort B: Week 5	0
Kit A: Screening AMEND	Screening	0
🗹 Diagnostic Frozen Shipper - Dry Ice - 4PK		
Ambient Diagnostic Protected Shipper, 5/PK		
GEL WRAP		
NEEDLE, ADAPTER DEVICE LUER-LOK		
Diagnostic Frozen Shipper - Dry Ice - 4PK		
Ambient Diagnostic Protected Shipper, 5/PK		
🗌 GEL WRAP		
NEEDLE, ADAPTER DEVICE LUER-LOK		

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Search

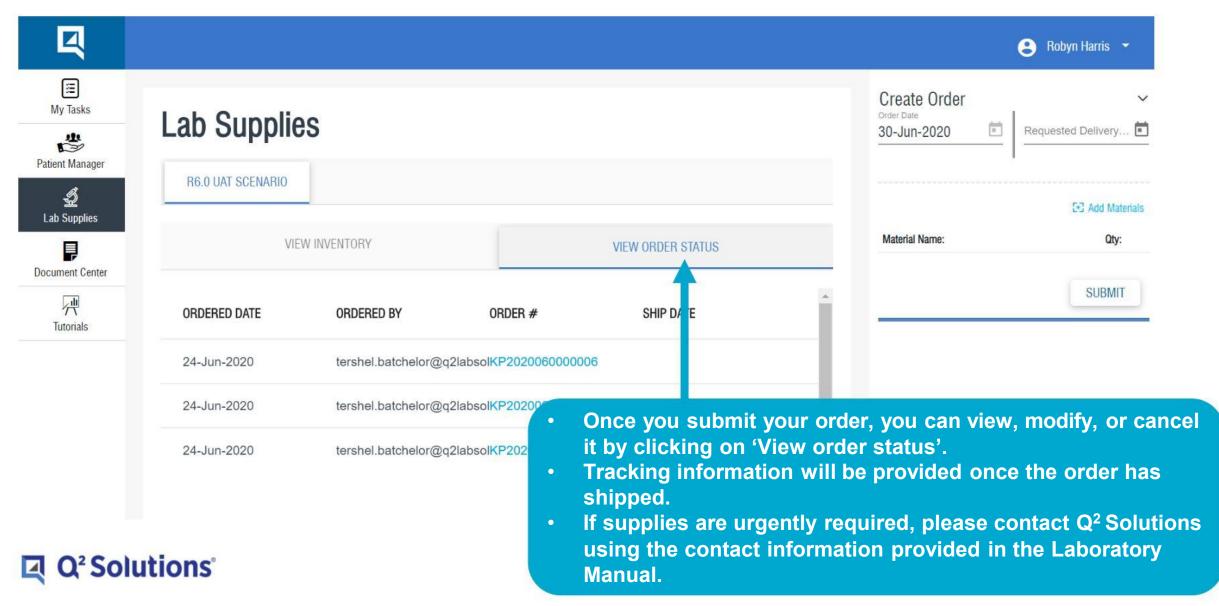
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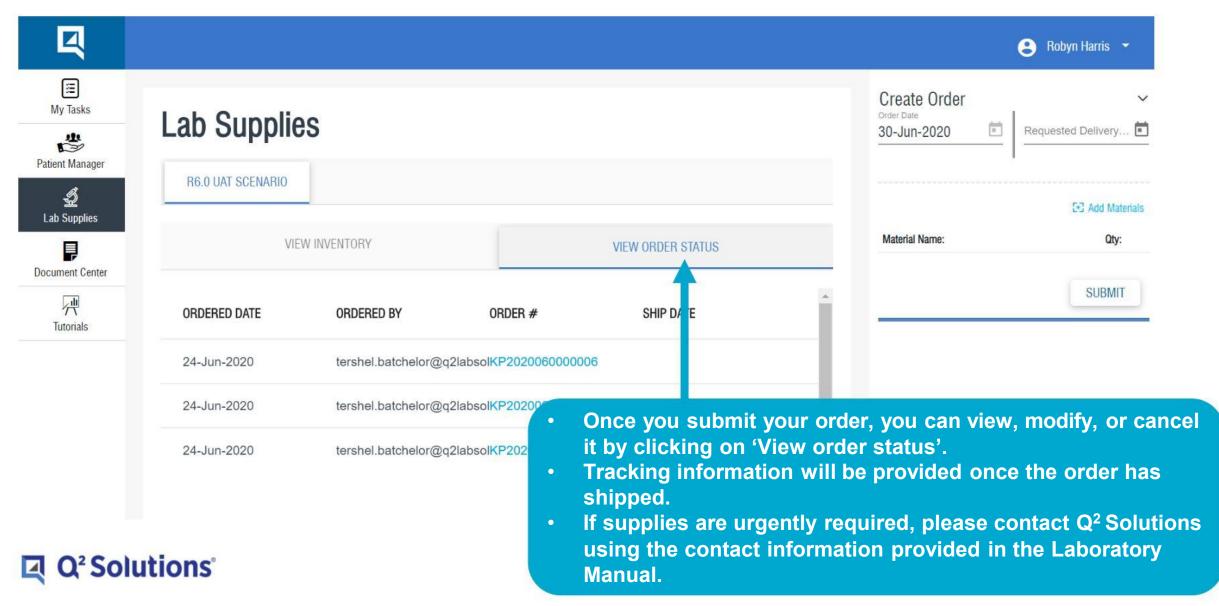


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Useful Links

Q² Solutions will supply all instructions for collection and processing of laboratory samples as part of study specific instructions. Instructions for usage of each item are also supplied via manufacturer websites with manufacturer IFU (Instructions For Use) links given below for our most commonly supplied items.

https://eifu.bd.com/ https://www.gbo.com/en-gb/download-center https://www.sarstedt.com/en/download/instructions-for-use/ https://www.streck.com/ifu/ https://eifu.thermofisher.com

Please note the above links are current and active at the time of generation of this laboratory manual and may be subject to change by the manufacturer. If you are unable to access the above links or a material being used in your trial is not captured via the above links please contact Q² Solutions at <u>Investigatorsitesupport@Q2labsolutions.com</u> or via the telephone numbers outlined in the Contact Us section of the LTMS Portal or Laboratory Manual.

