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| **Submitter Information** |
| Institution Name: |
| Address: |
| Submitter (name): |
| E-mail address: |
| Phone number:  |

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| **Recipient Information** |
| Institution Name: |
| Address: |
| Recipient (name): |
| E-mail address: |
| Phone number:  |

**Biological Specimen Chain-of-Custody Form**

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| **Routing Information** |
| Courier/Transporter: | Tracking Number: |
| Number of Packages included: | Date: |
| Package description: (size, shape, description of inner and outer packaging) |
| (If hand-delivered, provide name of individual): | Phone number: |
| Attachments, as needed: □ Shipper’s declaration □ Itemized inventory □ Other (explain): |

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| **To Be Completed by Submitter** |
| Authorizing manager (Laboratory manager or delegate):(Print Name) | Signature\*:  | Date/Time: |
| Name of individual who prepared shipment:(Print Name) | Signature\*:  | Date/Time: |

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| **Biological Specimen Information** (attach additional sheets if necessary) |  |
|  | Specimen Description (identifier and/or patient name, DOB, etc): | Number of Containers | Container Type (vial, tube, plate, etc.) | Box/package number |
| A |  |  |  |  |
| B |  |  |  |  |
| C |  |  |  |  |
| D |  |  |  |  |
| E |  |  |  |  |
| Shipping Conditions:  | □ Ambient Temp □ Cold (gel/ice packs) □ Frozen □ Dry Ice \_\_\_\_\_\_\_\_\_(kg) |  |

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| **Transfer of Shipment Between Couriers or Facilities (if applicable):** |
| Relinquished by: | Organization | Date/Time | Place/Location: | Received by: | Organization | Date/Time |
| Signature\*:Print Name: |  |  |  | Signature\*:Print Name: |  |  |

**Biological Specimen Chain-of-Custody Form**

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| **To Be Completed by Recipient** |
| Name of individual who received shipment: | Signature\*:  | Date/Time: |
| The samples listed above were received:□ Yes □ No □ Other (explain): | The package(s) were received in the following condition:□ Undamaged □ Damaged/Leaking/Outside Acceptable Temperature Range (explain): |

\*By signing this form, you are confirming/verifying the contents of consignment are correctly and accurately described above and that if tamper evident seals were used, they are in place and intact.