Title: Procedure for J. Dahlgren Kit Manufacture

Purpose: To assemble and manufacture Jackie Dahlgren kits for clinical site specimen collection.

Procedure:
1. Assemble the following materials. They may be found in Room A120A at CLASS.
   - 1 pre-printed Label sheet, laser label stock, white, provided by project
   - 1 8 1/2 x 11 inch instruction sheet
   - 1 Large Kit bag, 10 x 12”
   - 2 Small Kit bags, 6 x 8”
   - 2 10 mL Serum, Red Top vacutainer tube, no additive
   - 1 10 mL EDTA (purple top) vacutainer tube
   - 16 Nunc cryovial tubes, 1.0 mL, with red caps (colored by hand)
   - 10 Nunc cryovial tubes, 1.0 mL, with blue caps (colored by hand)
   - 3 2mL Samco pipets
   - 1 Dry Mop, full sheet

2. Check the Dahlgren Kit Database, a Filemaker Pro document, located on the NAS Server: CLASS Users: CLASS Folder: CLASS Kit Databases: Dahlgren Kit Database to ensure the labels have not been previously used. If this kit number has been used, inform the Lab Manager and, in turn, that individual will notify Jackie Dahlgren. Labels and instruction sheets are provided by Jackie Dahlgren.

3. Assemble the kit.
   a. Place the 16 nunc tubes with red caps and the 10 nunc tubes with blue caps into a small bag.
   b. Place the 2 10 mL red top vacutainer tubes and the 1 10 mL purple top vacutainer tube into a second small bag.
   c. Place the instruction sheet, labels, dry mop, 3 samco pipets into the large bag and add the two smaller bags.

4. Each kit must be checked as part of the CLASS quality control program. Check to make sure the correct number of tubes and vacutainer tubes are used as well as dry mop.

5. Record the 12 digit Red1 and SR01 label numbers of each kit or kits being released in your lab notebook and the Dahlgren Kit Database. Also record the date released, method of shipment, lot number and expiration date of the vacutainers and other lot-specific supply information in the comments field.
6. Place the necessary number of kits in a box/bag, such as those that can be found in Room A122. Remove any distinguishing marks from a box that could lead to an error in shipping. Label the bag/box with the number of kits and their serial numbers. Notify the CLASS Manager that the kits are ready to be released.

7. Use the Procedure for Inventory Management to keep track of the supplies used. Subtract the number of supplies used to manufacture kits.

8. Restock kit supplies as needed.