

Title: Submitting an RSST to CRSP – A Guide for Study Teams

SOP #: CRSP-EX701v03

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REVISION HISTORY

Version	Description	Revised	Effective
1	Initial Version		01Jun2023
2	Revised Title, Doc Number, Satellite Lab hours, and identity (to CRSP).	DSS	01Apr2025
3	Revised Satellite Lab location/window, IMTX annotation, and RSST v5.1 fields.	DSS	03Oct2025

PURPOSE & SCOPE

This document describes how Study Teams complete a Research Specimen Schedule Template (RSST) and submit it to Clinical Research Specimen Processing (CRSP), in Fred Hutch Shared Resources. Study Teams must follow this guidance to ensure complete capture of all requisite information and timely processing.

The RSST **must be submitted to CRSP 48 hours in advance of the scheduled collection**, and is required for every specimen processed at CRSP. CRSP annotates processing information on each RSST in real time, and each RSST is routed back to the Study Team after billing.

This guide is specific to RSST version 5.1+. Previous RSST versions will not be accepted after Dec 31, 2025. (CRSP is transitioning to a web-based eRSST (version 6) which will eventually replace the v5.X RSST.)

CRSP LOCATIONS

	Address	Latest Drop	Processing Window
Main Lab	1208 Eastlake Ave E, T1-101	Mon-Fri 9 pm	> 45 min
Satellite Lab	825 Eastlake Ave E, G1035	Mon-Thu 5 pm, Fri 3 pm	< 45 min

- “<30 min” processing is only offered at the Satellite Lab, and must be delivered by the Study Team (not the Courier Staff).
- Satellite Lab use must be pre-approved at study startup. Specimens must be delivered by Latest Drop. “<45 min” specimens not delivered by Latest Drop must go to the Main Lab (along with all associated shippers, labels, waybills, etc.) where they will be processed in the order received. The Main Lab is not responsible for delays in processing of “<30 min” specimens.
- Processing kits (e.g., labels, vials, etc.) must be split between the Main Lab and Satellite Lab if the RSST lists both as delivery destinations.

PROCEDURE

Prior to collection, arrange delivery to CRSP of all materials necessary for processing and shipping (e.g., processing kits, shippers, airway bills, cryovials, reagents, etc.). CRSP is not responsible for delays due to missing materials.

1. Access the RSST from Knowledge Hub or CenterNet. Save a copy of the RSST to your local computer (filename format "RSST_RGCODE_PARTICIPANTID_VISITDATE").
2. Complete all relevant RSST fields that appear **shaded in blue**. Required fields are labeled (*).
 - 2.1. Study
 - ***RG#**: Assigned to a study via OnCore CTMS, e.g., RG1234567).
 - Study Secondary ID**: See Short Title in OnCore CTMS, e.g., "COVID study".
 - 2.2. Subject Identifiers – must include either MRN **or** Study Subject ID. Use "n/a" if no value.
 - Subject Initials**: First-Middle-Last (optional)
 - ***MRN**: medical record number, "U number", e.g., U123456789
 - ***Study Subject ID**: identifier assigned by the study sponsor (may also be a Screen ID if a Subject ID has not yet been assigned)
 - 2.3. Radioactivity
 - ***Does this study use Radioactive Material?** Y/N
 - Isotope (If Yes above)**: List any isotopes separated by commas, e.g., "Ac-225,
 - 2.4. Collection
 - ***Visit Name**: Collection visit name, e.g., "Cycle 1 Day 1"
 - ***Scheduled Collection Date/Time**: Enter the *scheduled* date/time (24-hr clock)
 - 2.5. Options
 - Lab Manual Version/Date**
 - Special Instructions**: Enter any instructions that apply to this visit that are **not** specified in lab manual.
 - Quickscan**: Select if approved by CRSPAdmin@fredhutch.org at study startup.
 - Data Entry**: Select if approved by CRSPAdmin@fredhutch.org at study startup.
 - 2.6. Contacts
 - ***Submitted By, Date Submitted**: who completed this form / date completed
 - ***Primary Contact**: name, email, phone/pager
 - 2.7. **Collection Location**: Select option. If Community Site or Other, enter the site name (e.g., "UPenn").
 - 2.8. **Delivery Location**: Select either Main or Satellite Lab (or both). Satellite Lab requires pre-approval **and** specimen must be either <45 min **or** IMTX.
 - 2.9. Specimens - complete one row per specimen with the following:
 - Specimen Name**: Use name listed in lab manual (e.g., Chemistry, PK 1-hr, etc. If specimen has multiple test names, list first test name followed by "+").

Specimen Type: Select from menu.

Container: Select from menu.

Processing Window: Select value closest to lab manual. If unsure, contact
CRSPadmin@fredhutch.org.

Quantity: Enter number of containers for this specimen.

2.10. **Additional Study Team Contacts:** (p4, optional)

3. Study Team personnel submit the completed RSST to CRSP/SPL at least 48 hr in advance of the collection. Click "Submit" on the completed RSST to open an email (with the RSST attached).

3.1. To: processing@fredhutch.org

3.2. Edit Subject line by adding "Secure": [SECURE](#) RSST_RGCODE_PARTICIPANTID_VISITDATE

3.3. Attachment: [RSST_RGCODE_PARTICIPANTID_VISITDATE](#) (the filename of the locally saved RSST)

3.4. Send the secure email with the attached RSST.

CRSP-EX701v03_RSST User Guidance_dss

Final Audit Report

2025-10-03


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