# LabVantage User Manual:
Requests (Sample Withdrawal)

Requests

- The request process in LabVantage is a way for investigators to request the withdrawal of their samples from the HTRC's biobank
- There are five steps in successfully submitting a request in LabVantage:
  - First, a request must be created
  - Second, samples must be searched for and added to the request
  - Third, the request must be saved and submitted to the HTRC for acceptance and processing
  - Fourth, once the HTRC has processed your request, it is packaged and ready for pickup. You will be emailed to pick up your samples
  - Finally, the <u>person who submitted the request must personally pick up the package in the HTRC</u> and must acknowledge receipt of the package digitally within LabVantage. This finalizes the request process

Creating a Request

- The process of creating and submitting a request is completed by the CRC or PI

- To create a request, go to the Add Request tramstop
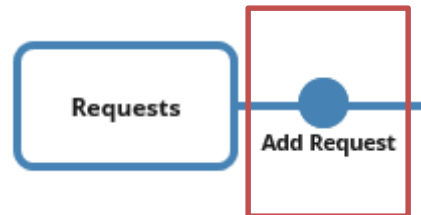
Creating a Request

- To create a request, fill out the information in the request form
- Please maintain the format suggested below in creating your request
- Click Save

Select "Shipment" for withdrawal requests.
Select "Dispose" for permanent disposal of samples
(i.e. patient withdrew consent)

Please use this format to name your request:
Your Name IRB# Project Name

Please select your LabVantage user name from the search

Adding Samples to a Request

- Search for samples to include in the request by clicking the "Find & Manage Samples" button
- A full explanation of how to search the database can be found in the user manual on LabVantage Reports
- See the next page for quick tips on searching for samples

Adding Samples to a Request

- Clicking on the "Find & Manage Samples" button will bring up this Find Samples pop-up window

- Click on the "Find Samples" button
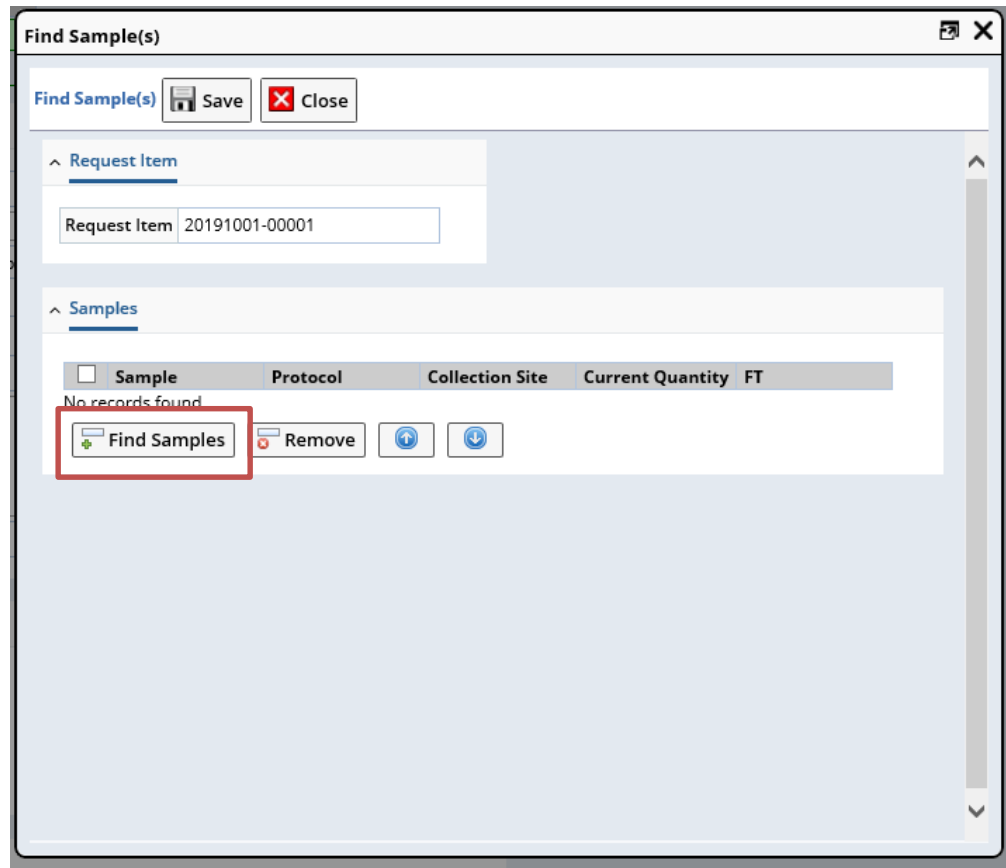
Adding Samples to a Request: Using an Adhoc Query

- You can use the Adhoc query search option to locate specific samples to include in the request. Searching via the Edit Request page will filter your results to only return samples that are currently stored in the HTRC. Samples that were previously withdrawn will not populate in this search

Clicking on the "Find Samples" button opens the Select Sample Navigator. Click the "Adhoc Query Excel" button

Hovering over an item on the criteria menu will expose a magnifying glass icon. Clicking on that icon will move that criteria into your search. For instance, to search for all plasma samples from IRB# 98Testing, you would create an Adhoc query like this. Click Search Now to run the query

Adding Samples to a Request: Using a Picklist Search

- If you already have a list of sample numbers that you would like to add to your request, you can use the Picklist Search from the Select Samples Navigator to add a list of samples directly to your request
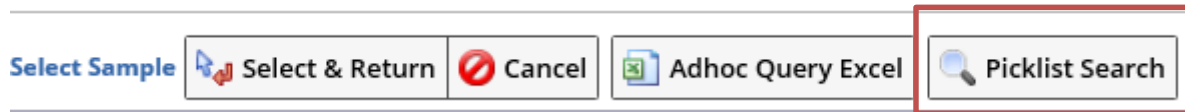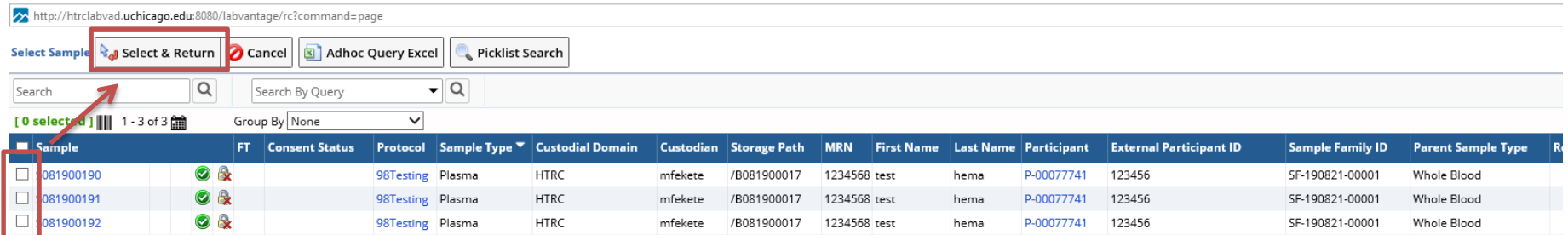

- Paste your sample numbers (no commas) and then click Search

- Your samples will populate in a new window. Remember, only samples that are currently in the HTRC will be returned from the search; samples that were previously withdrawn are not searchable from the Edit Request page

Adding Samples to a Request

- Once you have searched for samples and have received results, you'll see a page like this:

- To include samples in a request, click the box next to the appropriate sample(s) and hit Select and Return
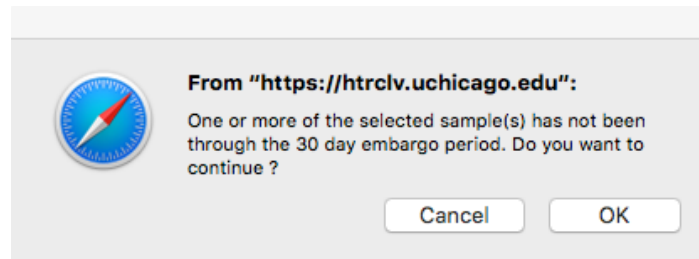
- Then click Save

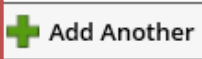# Adding Samples to a Request: 30 Day Embargo Period
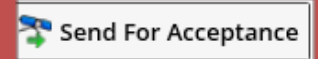
- If a sample has been in the HTRC for less than 30 days, you will see this icon: ✋

- This indicates that the sample is still under the embargo period. A 30 day embargo is enforced for all tissue samples, as it provides the opportunity for the attending pathologist to retrieve research samples if needed for diagnostic purposes

- You can add a sample to a request that has not fulfilled the embargo period, however, the HTRC will need to receive permission from the attending pathologist before it can be released

- You may see a popup message alerting you to the fact that the sample has not yet completed the embargo period. You can continue by selecting OK

From "https://htrclv.uchicago.edu":

One or more of the selected sample(s) has not been through the 30 day embargo period. Do you want to continue ?

Cancel   OK

Submitting a Request

- For this example, 3 samples were added to the request "TestCRA IRB#98Testing Influenza Study"

- At this point, it is possible to add additional samples (click Find & Manage Samples and search for additional samples)

- If no additional samples are needed, click Save and then click Send for Acceptance

- Only an HTRC staff member can edit a request after it has been sent for acceptance

Submitting a Request & Package Pickup

- Submitted requests appear on the My Requests page

- The HTRC will accept and process requests on a first come, first serve basis
- The HTRC will contact you via email once your request has been fulfilled and your package is ready for pick up

- Requests of less than 20 samples will packaged in a plastic bag
- Requests of more than 20 samples will be packaged in a sorted box with a manifest. The manifest can be accessed via the My Requests page, explained on the next page of this manual
- While at the HTRC, you will be asked to acknowledge receipt of your package before you can remove the samples from the facility. An HTRC employee will help you with this process
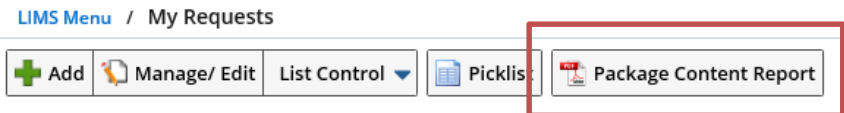
Viewing Request Information

- To view request information, go to My Requests page

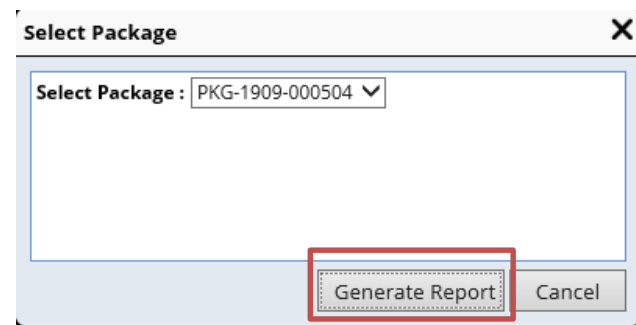- The My Requests page shows all of the requests that you have created

- If you would like to see a list of the contents of your package, click the box next to your request and then select Package Content Report

- Select Generate Report on the popup

Viewing Request Information

- Here is an example a manifest that lists the contents of your package. For requests of greater than 20 samples, the manifest will be sorted and will list sample position. For small requests of under 20 samples, sample position is not recorded

THE UNIVERSITY OF CHICAGO — Package Content Report

SAMPLE ID	SAMPLETYPE	BOX ID	POSITION	BOX TYPE	STORAGEUNITTYPE
S081900019	OCT Tumor	B091900010	/PKG-1909-000504/B091900010/A1	Sorted	RequestShortBox-10X10
S081900020	OCT Tumor	B091900010	/PKG-1909-000504/B091900010/A2	Sorted	RequestShortBox-10X10
S081900119	Plasma	B091900010	/PKG-1909-000504/B091900010/A3	Sorted	RequestShortBox-10X10
S081900122	Buffy Coat	B091900010	/PKG-1909-000504/B091900010/A4	Sorted	RequestShortBox-10X10
S091900002	FFPE Tumor	B091900010	/PKG-1909-000504/B091900010/A5	Sorted	RequestShortBox-10X10
S091900008	OCT Normal	B091900010	/PKG-1909-000504/B091900010/A6	Sorted	RequestShortBox-10X10

For Additional Help…

- Please see the HTRC website for more information and to find additional training resources: https://htrc.uchicago.edu
- Or email the LabVantage administrators at: labvantage@bsd.uchicago.edu