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| **How to Start** |
| To withdraw samples from KI Biobank, please fill in this form, have it signed by the principal investigator (PI) electronically or with ink and then scanned. E-mail it to [biobank@ki.se](mailto:biobank@ki.se) .  Prepare an Excel file with donor identity numbers in the form of referral identity (RID), customer donor key (CDK) or barcode. Upload the file on [Customer FTP](https://kundftp.biobank.ki.se/login.html?lang=english). |

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| **How to Upload on Customer FTP** |
| Name your file (Excel or text): **<date>\_<study name>\_withdrawal\_<signature>**  (for example: 20191028\_Test-study\_withdrawal\_AA)  Go to <https://kundftp.biobank.ki.se/login.html>. The login credentials are *Withdrawal* (username) and *kibiobank* (password). Click on the folder SampleLists and upload your file.  You will not get a success message when uploading is finished. You will not be able to see your uploaded file. If your file is incorrect, please upload the new version with a version suffix in the file name. |

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| **Sample Delivery Information** |
| Delivery Report to the analysis lab will include Sample Barcode, Position in box or plate, Label of box or plate, Referral ID (RID), Study Donor ID (SDID), Sample type, Volume, Concentration (for DNA). If you need to send more data, please contact the legal department at KI at avtal@ki.se.  The report will be sent via KI MFT Service. An email with information about how to download the file will be sent. Please note that the report is only available for 30 days. |

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| **Sample Collection Details** | | | | | | | |
| Sample collection (study): | | | |  | | | |
| Principle investigator of the sample collection: | | | |  | | | |
| Is the original ethical approval applicable: | | | | Yes | No | | |
| **If no**, please state the new  ethical approval (Dnr): | |  | |
| Forskningshuvudman: | | KI | Region Stockholm | | Other: | |  |
| Ansvarig biobank: | | KI Biobank | SMB | | Other: | |  |
| Comments: |  | | | | | | |

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| **Orderer Details** | |
| Karolinska Institutet | Other |
| Orderer / Contact person: |  |
| Phone: |  |
| E-mail: |  |
| Invoice address: |  |
| VAT number (for non-KI customers): |  |
| External payment reference: |  |
| KI Project number and owner: |  |
| ZZ-code (for transport): |  |

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| **Delivery Details** | | | |
| A Material Transfer Agreement (MTA) is needed in most cases. KI Biobank will provide you with the correct template. *Note:* The MTA must be signed by all parties and received by KI Biobank before sample delivery. | | | |
| Name and complete address of receiving department/organization: |  | | |
| Contact person: | Name: | |  |
| Phone: | |  |
| E-mail: | |  |
| Sample information delivery files should be sent to the following e-mail address(es): |  | | |
| Sample transport |  | World Courier or Your Special Delivery Service transport is ordered by KI Biobank and paid by the customer. The invoice will be sent to the invoice address specified in this form. | |
|  | Samples will be picked up at KI Biobank | |

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| **Samples to Withdraw** | | | | | |
| Number of RID / CDK: |  | | Number of aliquots per RID / CDK: | |  |
| **Type of samples:** | | | | | |
| DNA from Blood | DNA from Saliva | | Plasma\* | Serum\* | |
| Other: |  | | | | |
| \*Whole aliquots are picked by default. REMP-tubes: 225 µl, Cryotubes: 500-1000 µl in general | | | | | |
| **DNA Delivery on PCR plate**  *Please specify requirements from recipient.* | | | | | |
| Amount range ( ng ): | |  | | | |
| Concentration range (ng / µL): | |  | | | |
| Sample volume range ( µL ): | |  | | | |
| Empty wells at the end of the plate: | | One empty well per plate = H12 by default | | | |
| Other requirements: | |  | | | |

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| **Additional Requests** |
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| **Signature** |
| This agreement is a mutual understanding between the principal investigator of the sample collection and the orderer/contact person to use requested samples as specified in the ethical approval. |
| **Date:** |
| **Name in capitals:** |
| **Signature:** |