

Please select “**All Tools**” and “**Fill and Sign**” to be able to write in the document.

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. 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](#).

Required Agreements

Data Agreement: Please contact Research Data Office at rdo@ki.se in good time to establish the necessary data agreement.

Material Transfer Agreement: KI Biobank will provide you with the correct template.

Note: These agreements must be established and signed before sample delivery.

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.

Sample Delivery Information

Delivery Report to the analysis lab will include Sample Barcode, Box or Plate Label, Position in Box or Plate, Referral ID (RID), Sample type, Volume, Concentration (for DNA). The report will be sent via KI MFT Service. An email with information on how to download the file will be sent. The report is only available for 30 days.

Sample Collection Details

Sample collection (study):		
Principle investigator of the sample collection:		
Is the original ethical approval applicable:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If no , please state the new ethical approval (Dnr):	
Research principal:	<input type="checkbox"/> KI	<input type="checkbox"/> Region Stockholm <input type="checkbox"/> Other:
Responsible biobank:	<input type="checkbox"/> KI Biobank <input type="checkbox"/> SMB	<input type="checkbox"/> Other:
Comments:		

Orderer Details

<input type="checkbox"/> Karolinska Institutet	<input type="checkbox"/> Other
Orderer / Contact person:	
Phone:	
E-mail:	
Invoice address:	
VAT number (for non-KI customers):	

External payment reference:	
KI Project number:	
Owner of KI Project number:	
ZZ-code (for transport):	

Delivery Details	
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:	<input type="checkbox"/> World Courier or Your Special Delivery Service is ordered by KI Biobank and, paid by the customer. The invoice will be sent to the invoice address specified in this form.
	<input type="checkbox"/> Samples will be picked up at KI Biobank

Samples to Withdraw			
Number of RID / CDK:		Number of aliquots per RID / CDK:	
Type of samples:			
<input type="checkbox"/> DNA from Blood	<input type="checkbox"/> DNA from Saliva	<input type="checkbox"/> Plasma*	<input type="checkbox"/> Serum*
<input type="checkbox"/> Other:			
*Whole aliquots are picked by default. REMP-tubes: 225 µl, Cryotubes: 500-1000 µl in general			
DNA Delivery on PCR plate <i>Please specify requirements from recipient.</i>			
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:			

Additional Requests

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: