

**SPECIMEN PROCESSING**

# Biospecimen Repository Box Retrieval Request

**Guidelines**

- Box retrieval is limited to twice a month, the first and third Tuesday of the month.
- Box retrieval requests must be submitted at least one week in advance.
- We are limited to 10 boxes per pull due to limitations of shipping containers.

Investigator

Phone

Project ID  
*[for billing purposes]*

Date

Contact Name

Phone

Delivery Location

Authorized by

Requested Pick-Up Date    Month

Date [Tuesday]

Box numbers to be pulled *[Maximum 10 boxes per transport]***REPOSITORY USE ONLY**

Date pulled

Number of Boxes

Pulled by

Received by