



Quest Sample Drop Off Tracking

BEFORE you come to the TCRC: Log into: <https://tcrc.mgh.harvard.edu/>



→ In your study tab select the Quest Drop Off tab

→ Select New Drop off on right side.

- Enter contact name of person responsible if not you.

→ Select Add Sample

→ Enter Patient information, # samples/aliquots, storage temperature and any notes about the samples that we need to know.

You can enter as many samples as you need by selecting the add sample.

→ Then select Create.

You can keep adding samples to this drop off until you are ready to bring samples to the unit. Find your drop off in the Quest drop off tab. Click on the carat/arrow at the end of the row you want to edit and select "edit." You can then add samples and click "Update" at the bottom of the form when you have finished.

If you are bringing a pre-approved batch, then you can write batch in the PT initials, write in the number of aliquots then make a note in the Notes section of what is being dropped off.

This will log a PDF for you to print or have access to on your phone.

When you arrive at the TCRC:

Log into the iPad in the back of the lab.

Under Sample Tracking, select Check in Landing, then select Quest Drop Off.

Scan the barcode that was generated from the PDF or enter the barcode number. Then select Save.

Please reach out to Amanda Griffin (aldickerson@mgh.harvard.edu) with any questions