Specimen Processing Laboratory: _____

Participant ID (PTID): _____ Visit: _____ Protocol: _____

Collection Date: _____ Time: _____

Processing Start Date: _____ Time: _____ Processed By: _____

Reagents/Manufacturer	Lot Number			Expiration Date
DMSO (Manuf.:_____)				
FBS (Manuf.:_____)				
HBSS or other WDR (Manuf.:_____)				
Cell Separation Tube (Manuf.:_____)				
Density Gradient Media (Manuf.:_____)				
	Volume in mL			
CPS	CPS	DMSO	FBS	1 working day

Data to be Captured During Processing	Sample
Sample tube type (circle one)	NaHep / ACD / EDTA Other: _____
Blood condition (circle one or more)	NORM / HEMO/ CLOTTED
If indicated in protocol or processing instructions, harvest plasma prior to PBMC processing. Replace plasma volume with HBSS/WDR. Indicate harvesting.	Yes No
Usable whole blood volume	mL
Indicate processing method: Frit Barrier, Manual O/U-Lay or Buffy Coat Pooling	
Counting Method (name of instrument or manual count)	
Counting re-suspension volume of HBSS (or other WDR) (**V**)	mL
Cell count average concentration (**C**)	x 10^6 cells/mL
Total cell number (**T) = C x V**	x 10^6 cells
Calculate cell yield/mL of whole blood (QC check)= (T/Usable Whole Blood Volume)	x 10^6 cells/mL
Calculate estimated CPS re-suspension vol. ***(V1)=(T/15x10^6 cells/ml)(1mL)***	mL
Calculate the final CPS re-suspension volume (V_f), rounded DOWN to the nearest whole mL	mL
Calculate actual number of cells per vial ***N2*** = (T/V_f) x V2; (v2=1mL for most HVTN protocols).	x 10^6 cells/vial
Freezing Date and Time (Explain in comments section if not within 4 hours of processing start time)	
Print and QC LDMS Label content/barcodes (initials of person performing QC)	
Number of cryovials actually frozen ***Note:*** Should be equal to freeze-down re-suspension volume for 1mL aliquots.	
Complete remaining LDMS entries including total cell count & freeze time.	

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Transfer of Cryovials to Freezer Storage	
Person who transferred cryovials to storage box locations assigned by LDMS	
Date (ddmmyyyy)/time cryovials were transferred from slow-rate cooling device to storage box. (Sample must be maintained at -70/-80°C during transfer)	
Final Review (Reviewer/date)	

Hemacytometer Counts	Total Count	Viable Cells	Non-Viable	
Square #1 (cells/mm^2)				
Square #2 (cells/mm^2)				
Square #3 (cells/mm^2)				
Square #4 (cells/mm^2)				
Average Cell Count per Square (cells/mm^2)				
PBMC Dilution Factor (1:DF*)				
Hemacytometer Factor for cells/mL	10^4	10^4	10^4	
Cell count concentration (C) = (Average Cells/mm2)(DF)(10^4); convert to 10^6 cells/mL	x 10^6cells/ml	x 10^6cells/ml	x 10^6cells/ml	
% viability = (viable cells/total cells)(100)	Not applicable		Not applicable	Not applicable

Automated Cell Counts (10^3/µl=10^6/mL)	Count #1			
Cell Count (C) as cells x 10^6/mL				
PBMC Dilution Factor (1:DF*)				
Cell Concentration = (C)(DF)	x 10^6cells/ml			

*__Note:__ Dilution Factor (DF) = (parts cells + parts dilution fluid)/ parts cells

Comments and Protocol Deviations: