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| **Subject ID No.** | **Subject Initials** **(if known)** | **Sample ID**  | **Sample Type** | **Collection Date**(dd/mmm/yy) | **Collection Time** (24hr) | **Time placed in Storage** (24hr) | **Sample Storage Location** (inc. shelf/ box/ column/ row) | **Staff Initials** | **Sample Removed Date & Staff Initials** | **Volume of sample removed (include units)** | **Sample Shipping Date & Staff Initials** | **Sample Destruction date & Staff Initials** | **Comments**Include any comments on sample receipt or processing and freeze/thaw cycles.  |
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