

Laboratory Site File Index

Section 1: Trial Contact Information & Correspondence		Copy/Original	Present Y / N / n/a
1.1	Main ADAPT-Sepsis contact details	Copy	
1.2	Local contact details	Original	
1.3	Delegation log	Copy	
1.4	Correspondence/ Notes to File	Copy	
Section 2: Lab Manual		Copy/Original	Present Y / N / n/a
2.1	Lab Manual - Current	Copy	X3
2.2	Lab Manual – Previous versions	Copy	
2.3	Troubleshooting document	Copy	
2.4	Blank Sample Request Forms	Copy	X5
Section 3: Protocol and Trial Summary		Copy/Original	Present Y / N / n/a
3.1	Trial summary	Copy	
3.2	ADAPT-Sepsis Protocol - Current	Copy	X3
3.3	ADAPT-Sepsis Protocol – Previous versions	Copy	
Section 4: Training		Copy/Original	Present Y / N / n/a
4.1	Training/Initiation visit slides	Copy	
4.2	Read and Acknowledge Lab manual form	Original	
4.3	Site visit record log	Original	
Section 5: Randomised Participants		Copy/Original	Present Y / N / n/a
5.1	Randomisation confirmations	Copy	
5.2	Completed Sample Request Forms	Original	
Section 6: Emergency sampling procedure		Copy/Original	Present Y / N / n/a
6.1	Emergency sampling flowchart	Copy	