Emails to be sent to the Imperial Clinical Data Systems (CDS) Team: [cds\_support@imperial.ac.uk](mailto:cds_support@imperial.ac.uk)

**EMAIL SUBJECT:**

**SepTiC, Site Name [Site Number], IMP Kit Allocation needed – High Importance**

Dear CDS team,

We have received a shipment of IMP kits for the SepTiC trial.

Can you:

1. **Allocate** all kits in the table below for our site
2. **Activate** 4 kits to be dispensed to ICU.

I can confirm that I have checked the IMP kit shipment and can confirm the details are as follows:

|  |  |  |
| --- | --- | --- |
| **Kit Codes**  *[insert list of kit codes received, one per line]* | **Expiry Date for Kit** | **Kit Status**  *[for each kit confirm the status from the following: fit for use, lost or damaged]* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please send me an email when the kits have been activated on Sealed Envelope.

Kind Regards,

***[insert name and signature of requester]***