



ACAD

Asian Cohort for Alzheimer's Disease

ACAD U19

Biospecimen Collection, Processing, and Shipment Training Slides

Version 2.3

in collaboration with the

NCRAD



National Centralized Repository for
Alzheimer's Disease and Related Dementias

Training Overview

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 - Specimen Labels
 - Handling/Processing Study Specimens
 - Incomplete or Difficult Blood Draws
 - Frozen Packaging and Shipping Instructions

****If not able to collect blood samples for a participant, Saliva can be collected for DNA extraction****

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- **Questions?**

NCRAD Contact Information

Questions?

Zoë McManus, BA, CCRP, Study Coordinator

Phone: (317) 278-9086

Email: zdpotter@iu.edu

General NCRAD Contact Information

Phone: 1-800-526-2839

Alt. Phone: 317-278-8413

Email: alzstudy@iu.edu

Website: <https://ncrad.org/>

ACAD Study Specific Webpage: [NCRAD - The ACAD Active Study Page](#)

Globally Unique Identifier (GUID)

<https://bricsguid.nia.nih.gov/portal/jsp/login.jsp>



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Globally Unique Identifier (GUID)

The GUID is a participant ID that allows researchers to share data specific to a study participant, without exposing personally identifiable information.

A GUID is made up of random alpha-numeric characters and does not include any PHI in the identifier.



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Globally Unique Identifier (GUID) cont.

- To create a GUID follow these steps:
 1. Create an account: <https://bricsguid.nia.nih.gov/portal/jsp/login.jsp>
 2. Once you have an account, go to the GUID Tool – Create GUID
 3. To open the ‘Launch GUID Tool’ you will need to have Java installed on your device
 4. In order to generate a GUID, the following PHI is required ([Appendix A](#)):
 - Complete legal given (first) name of participant at birth
 - If the participant has a middle name
 - Complete legal family (last) name of participant at birth
 - Day of birth
 - Month of birth
 - Year of birth
 - Name of city/municipality in which participant was born
 - Country of birth

Kit Request Module

<https://redcap.link/acadU19>



National Centralized Repository for
Alzheimer's Disease and Related Dementias

NCRAD Kit Request Module

If possible, only order what you will need in the next month



ACAD U19 Kit Request System

Kits Shipped to Sites via UPS

Due to ongoing supply limitations, we ask that you please only order as many kits and extra supplies that you will be able to use in the next 30 days. Doing so allows us to fulfill as many kit requests as possible without depleting stock for other kit requests in our queue. If we are not able to fulfill any part of your request due to supplies being out of stock, we will reach out about those individually.

Please enter your email address here to receive a confirmation email after completing the survey:

haung.yu@utoronto.ca

* must provide value

Site

05 Centre for Addiction and Mental Health (Univ

* must provide value

05 - Centre for Addiction and Mental Health (Univ. of Toronto) - 05

ATTN: Wai Haung (Ho) Yu
Address: 250 College St. Room 202
Toronto, ON Canada
M5T 1R8

Email: haung.yu@utoronto.ca
Phone: 416-535-8501 X 34295; 437-348-3190

Is the contact name above correct?

☐ Yes
☐ No

* must provide value

reset

Is the shipping address above correct?

☐ Yes
☐ No

* must provide value

reset

Is the e-mail address above correct?

☐ Yes
☐ No

* must provide value

reset

- Enter your email to receive a confirmation email after you submit your kit request.
- Choose your site from the drop-down list.
- The coordinator name and contact information will appear.
- Verify that this information is accurate. Correct if necessary.

NCRAD Kit Request Module

ACAD Blood Kits	
ACAD Blood-Based Kit Qty	<input type="text"/>
ACAD Blood-Based Supplemental Kit Qty	<input type="text"/>
ACAD Frozen Blood Shipping Kit (SMALL) Qty	<input type="text"/>
ACAD Frozen Blood Shipping Kit (LARGE) Qty	<input type="text"/>
ACAD Frozen Blood Shipping Kit (International Sites) Qty	<input type="text"/>
ACAD Saliva Kits	
ACAD Saliva Collection Kit Qty	<input type="text"/>
ACAD Saliva Batch Shipping Kit Qty	<input type="text"/>
ACAD REMOTE Saliva Shipping Kit Qty - Blue Mailer Included	<input type="text"/>
ACAD REMOTE Saliva Shipping Kit Qty - No Blue Bubble Mailer	<input type="text"/>
Do you need Extra Supplies? <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No
reset	
Our standard shipping time for all orders is 3 weeks.	
We can ship this kit request by: 05-13-2025	
If you need any supplies in this order prior to 05-13-2025 , you must contact the NCRAD coordinator for this study: zdpotter@iu.edu .	
Comments	<div><input type="text"/></div> <div>Expand</div>
<div>Submit</div>	

- Indicate the quantity needed of each kit
 - Once selected, kit components of the chosen kit will appear at the bottom of the screen
- You can order extra supplies individually by selecting “Yes” here.
- We will return requests within 3 weeks from the order date.
 - If you need any supplies expedited, please contact the NCRAD Coordinator via email.
- Click “Submit” to turn in your request.
- **Note: You can order more than one type of kit in a single kit request**

ACAD Kit List

- Kits and individual supplies are available to order:
 - **Blood Kits:**
 - ACAD Blood-Based Kit
 - ACAD Blood-Based Supplemental Supply Kit
 - ACAD Frozen Blood Shipping Supply Kit (SMALL)
 - ACAD Frozen Blood Shipping Supply Kit (LARGE)
 - ACAD Frozen Blood Shipping Supply Kit (International Sites)
 - **Saliva Kits:**
 - ACAD Saliva Collection Kit
 - ACAD Saliva Batch Shipping Kit
 - ACAD REMOTE Saliva Shipping Kit – *Blue Mailer Included*
 - *Blue mailer included to ship saliva collection and shipping kit to participant*
 - ACAD REMOTE Saliva Shipping Kit – *No Blue Bubble Mailer*

- Each individual site will be responsible for ordering and maintaining a steady supply of kits from NCRAD. We advise sites to keep a supply of each kit type available for scheduled participants.
- Be sure to check your supplies and order additional materials before you run out or supplies expire so you are prepared for study visits.
- Allow **3 weeks** for your order to be processed and delivered.
- Due to ongoing supply limitations, we ask that you please only order as many kits and extra supplies that you will be able to use in the next 30 days.

Blood Collection



National Centralized Repository for
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Blood Collection Schedule



National Centralized Repository for
Alzheimer's Disease and Related Dementias

ACAD Blood-Based Biomarker Collection Schedule

Sample Type	Tube Type	Number of Tubes Supplied in Kit	Aliquot Volume	Tubes to NCRAD	Ship
Whole blood for isolation of serum	Serum Separator (Gold-Top) Blood Collection Tube (5 mL)	1	N/A	N/A	N/A
	SERUM: 2.0 mL cryovials	2	1.5 mL serum aliquot per 2.0 mL cryovial (red-cap and blue-cap residual)	2	Frozen
Whole blood for isolation of plasma & buffy coat (for DNA extraction)	EDTA (Purple-Top) Blood Collection Tube (2 x 10 mL)	2	N/A	N/A	N/A
	PLASMA: 2.0 mL cryovials with purple-cap (residual volume placed in 2.0 mL cryovial with blue cap)	7	1.5 mL plasma aliquot per 2.0 mL cryovial (purple-caps and blue-cap residual)	7	Frozen
	BUFFY COAT: 2.0 mL cryovial	2	1.0 mL buffy coat aliquot per 2.0 mL cryovial (gray-cap)	2	Frozen

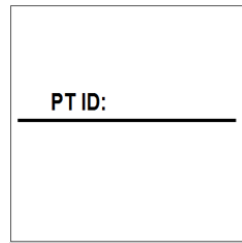
Blood Specimen Labels

Provided by NCRAD

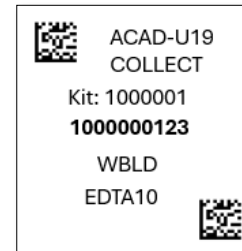
Four Label Types



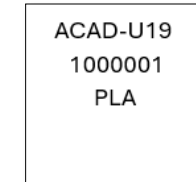
Kit Number
Labels



PTID Labels



Collection Tube
Labels



Cryovial Labels

Kit Number Labels



- Used to track patient samples and provide quality assurance – Will be placed on the following locations :
 1. Blood Sample and Shipment Notification Form (Appendix C)
 2. Lid of cryobox that houses aliquot tubes during storage and shipment
 3. One extra label provided



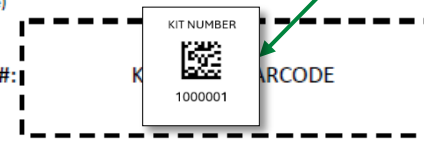
Appendix C

Site ID: _____ Participant ID: _____

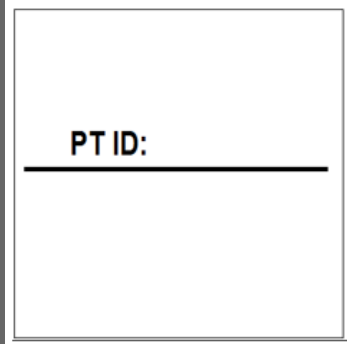
Blood Sample and Shipment Notification Form

Please email this form prior to the date of shipment.

To: Zoë McManus Email: alzstudy@iu.edu and zdpotter@iu.edu Phone: 1-800-526-2839	
General Information: _____	UPS tracking #: _____
From: _____	Date: _____
Phone: _____	Email: _____
Study: <input checked="" type="checkbox"/> ACAD U19 <input type="checkbox"/> ADRC ADRC PT ID: _____ (if applicable) <input type="checkbox"/> Co-Enrolled in a study other than ADRC	
GUID: _____	
Sex: M F	Year of Birth: _____
Visit (circle number): 1 2 3 4 5	Kit #: _____
Visit (circle letter): a b c d e	



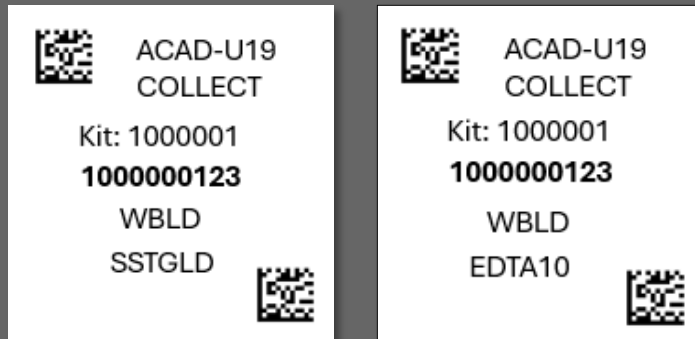
PTID Labels



PT ID: _____

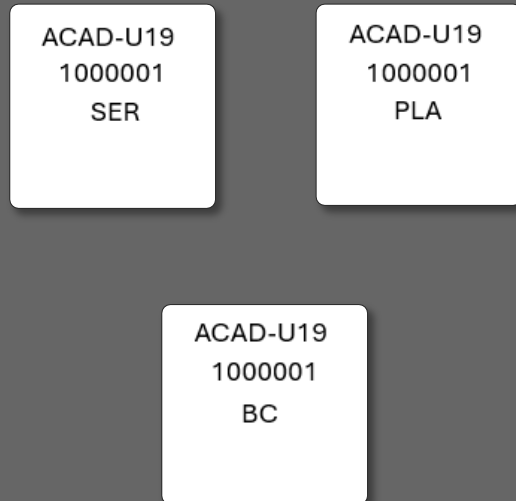
- Participants will be identified by their PTID.
 - The PTID may only be available shortly before the visit
- Sites will be responsible for handwriting this onto the provided labels
 - Must use fine point permanent marker
 - Write information on label prior to adhering to tube
- Label will be placed on all collection tubes:
 - 1 x Serum Separator (Gold-Top) Blood Collection Tube (5 mL)
 - 2 x EDTA (Purple-Top) Blood Collection Tubes (10 mL)

Collection Tube Labels



- Collection Tube Labels have 4 components:
 - Study name
 - COLLECT – Indicates the label is for the collection tube
 - Kit number (assigned by NCRAD)
 - Unique to participant AND visit
 - 10-digit specimen number (assigned by NCRAD)
 - Specimen type = WBLD
 - Collection tube type
 - SSTGLD for Serum tube or EDTA10 for Plasma tube
- Label will be placed on all collection tubes:
 - 1 x Serum Separator (Gold-Top) Blood Collection Tube (5 mL)
 - 2 x EDTA (Purple-Top) Blood Collection Tubes (10 mL)

Cryovial Labels



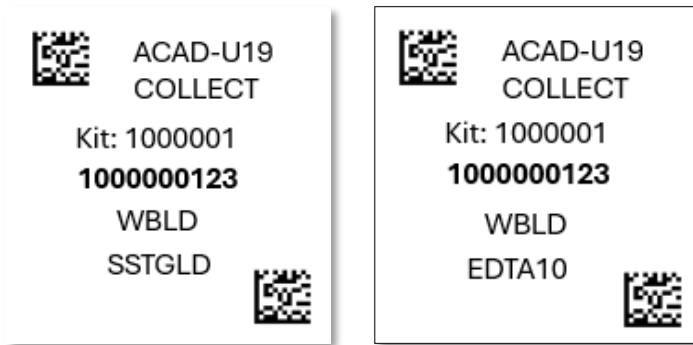
- Only one label to be placed on each cryovial
 - **Serum**
 - From SST tube
 - **Plasma**
 - From EDTA tube
 - **Buffy Coat**
 - From EDTA tube

Important: Do not cover barcode that is etched on cryovial.

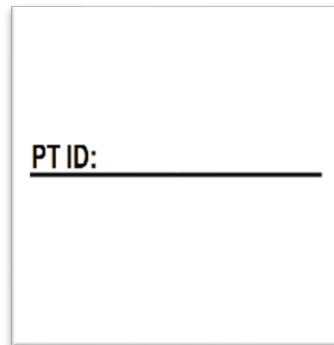


Collection Tube Labels:

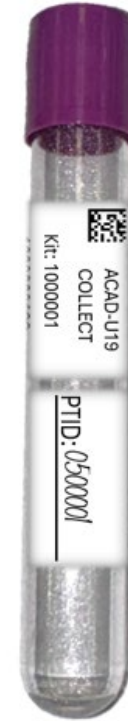
Label 1: Collection Tube Label



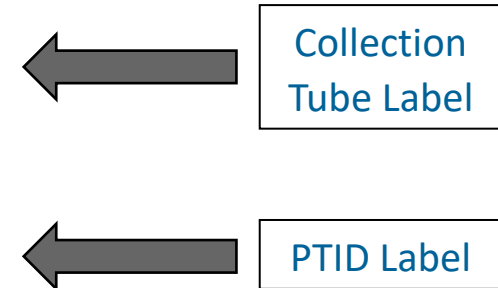
Label 2: PTID Label



Serum Separator (Gold-Top) Blood Collection Tube (5 mL)



EDTA (Purple-Top) Blood Collection Tube (10 mL)



Properly Labeling Biologic Samples:

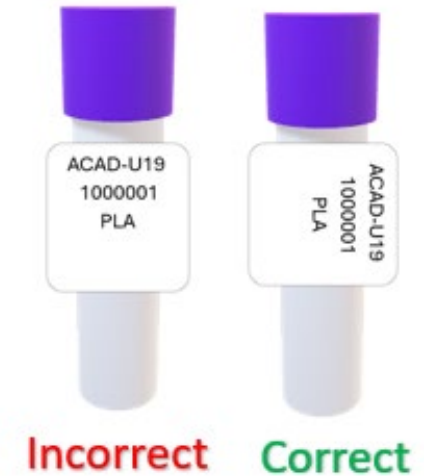
Please...

- Label all collection and cryovial tubes before cooling, collecting, processing or freezing samples.
- Label only 1 participant's tubes at a time to avoid mix-ups.
- Wrap the label around the tube horizontally. Label position is important for all tube types.
- Make sure the label is completely adhered by rolling between your fingers.

Collection Tube



Cryovial



DO NOT cover pre-etched specimen numbers/barcodes on the cryovials!

Handling/Processing Study Blood Specimens

Serum, Plasma and Buffy Coat

Site Required Equipment

Blood Collection/Safety Equipment

- Personal Protective Equipment: lab coat, nitrile/latex gloves, safety glasses
- Tourniquet
- Alcohol Prep Pad
- Gauze Pad
- Bandage
- Butterfly needles and hub
- Microcentrifuge tube rack
- Sharps bin and lid
- Wet Ice Bucket
- Wet Ice
- Pelleted dry ice

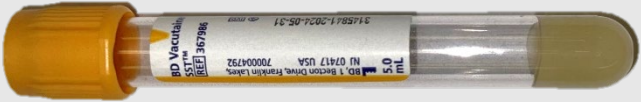

Processing/Storage/Shipping Equipment

1. Centrifuge capable of ≥ 2000 rcf with refrigeration to 4°C
2. -80°C Freezer
3. Wet Ice Bucket
4. Pelleted dry ice (~45 lbs. per shipment)

Remote Blood Collections ONLY:

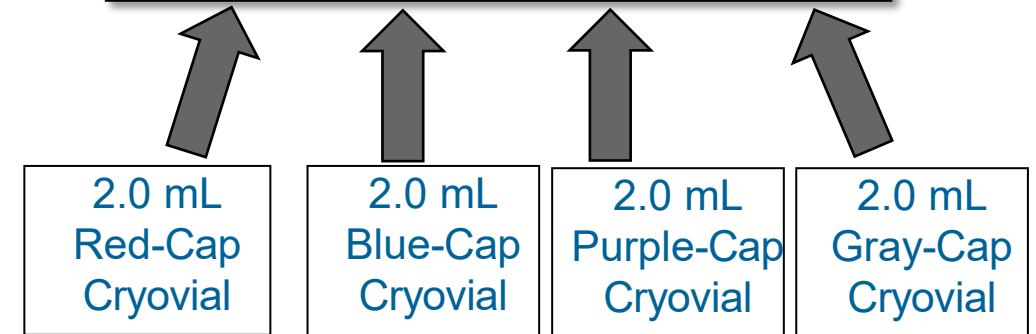
1. Cold pack chilled at 4°C
2. Paper towel to wrap ice pack

Blood Collection Tubes

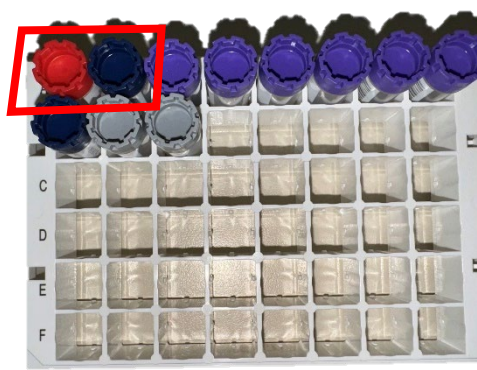
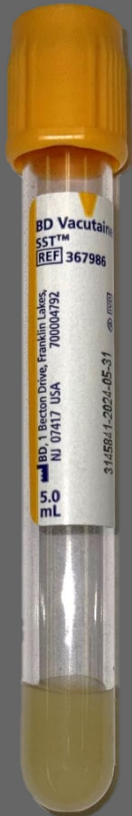
Tube Type	Number of Tubes Drawn	Tube Image
Serum Separator (Gold-Top) Blood Collection Tube (5 mL) for Serum	X 1	
EDTA (Purple-Top) Blood Collection Tube (10 mL) for Plasma and Buffy Coat	X 2	

Cryovial Cap Colors

Cap Color	Sample Type
Red-Cap	Serum 1.5 mL serum aliquots per 2.0 mL cryovial
Blue-Cap	Serum and Plasma Residual Residual volume placed in 2.0 mL cryovial
Purple-Cap	Plasma 1.5 mL plasma aliquots per 2.0 mL cryovial
Gray-Cap	Buffy Coat 1.0 mL buffy coat aliquot per 2.0 mL cryovial



Serum Collection



48 slot cryobox with 2.0 mL cryovials – sent to NCRAD

- 1 x Serum Separator (Gold-Top) Blood Collection Tube (5 mL) for Serum
 - Create up to (2) 1.5 mL serum aliquots to be shipped to NCRAD
 - If residual aliquot created, document specimen number and volume on sample form



SST immediately after blood draw.



SST immediately following the centrifuge.

SERUM

GEL MATRIX

BLOOD CLOT



Close up of 2.0 mL Serum Aliquot

Serum Separator (Gold-Top) Blood Collection Tube (5 mL) for Serum x 1



Step 1



Step 2



x1

Step 3



Step 4



Step 5



x1

x1

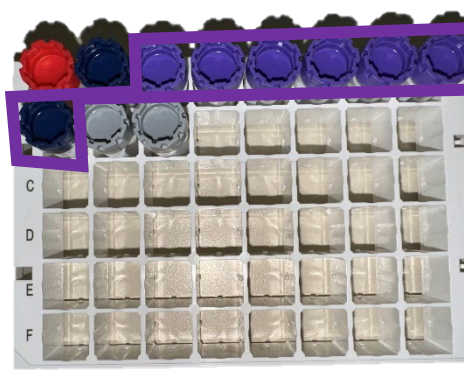
Step 6

- Using a clean pipette, aliquot 1.5 mL of serum from SST tube to pre-labeled red-cap serum cryovial.
- If residual aliquot is created in pre-labeled blue-cap serum cryovial, document specimen number and volume on sample form.
- Store serum aliquots upright at -80°C until shipment to NCRAD.

- Store tubes at room temperature.
- Label Collection Tube and Cryovials with pre-printed labels prior to blood draw.
- Collect blood in (1) 5 mL Gold-Top tube, allowing blood to flow for 10 seconds and ensure blood flow has stopped.
- Immediately after blood draw, invert tube 5 times to mix samples.
- Allow blood to clot at room temperature by placing it upright in a vertical position in a tube rack for 30 minutes.
- Within 2 hours of blood draw, centrifuge samples at 2000 x g at 4°C for 10 minutes.

Important Note: Ensure all tubes are not expired prior to collection and processing of samples.

Plasma Collection

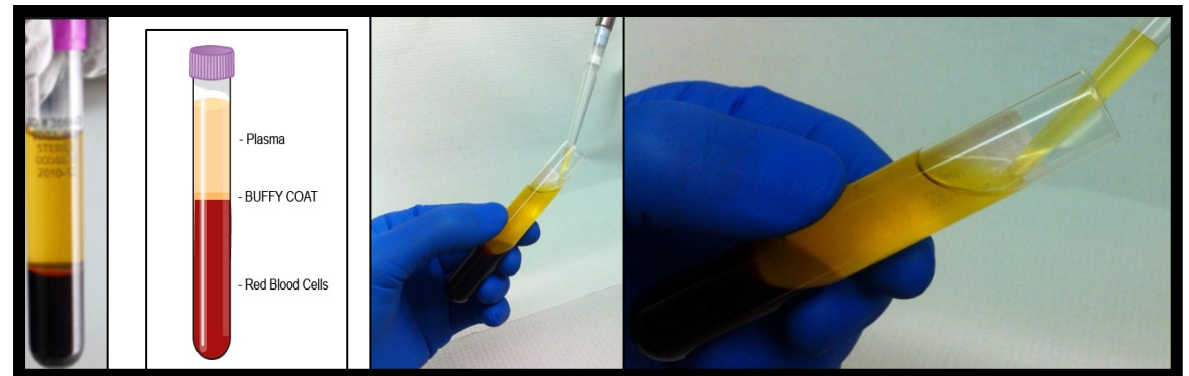


48 slot cryobox with 2.0 mL cryovials – sent to NCRAD

- 2 x EDTA (Purple-Top) Blood Collection Tube (10 mL)
 - Create up to (7) 1.5 mL plasma aliquots to be shipped to NCRAD
 - If residual aliquot created, document specimen number and volume on sample form

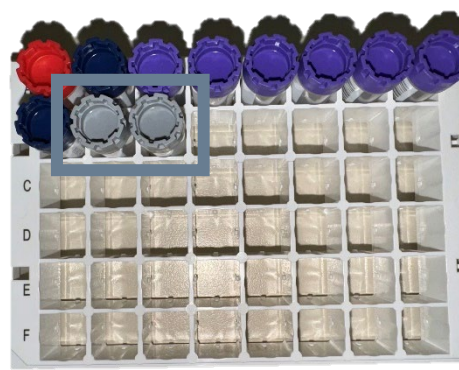
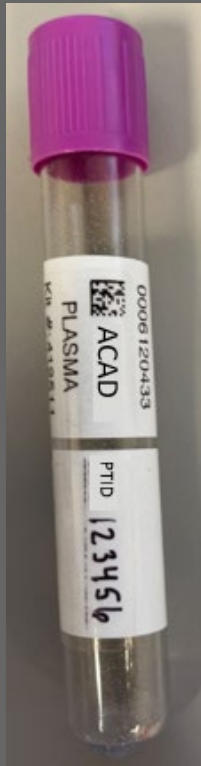


Close up of 2.0 mL Plasma Aliquot



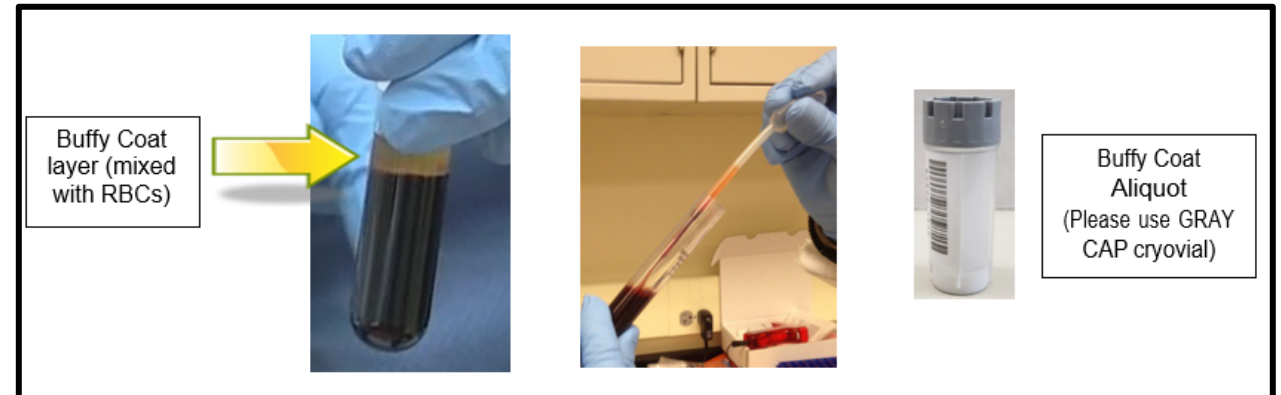
NOTE: When pipetting plasma from the plasma tube into the 15 mL conical tube, be very careful to pipette the plasma top layer only, leaving the buffy coat and the red blood cell layers untouched.

Buffy Coat Collection



48 slot cryobox with 2.0 mL cryovials – sent to NCRAD

- 2 x EDTA (Purple-Top) Blood Collection Tube (10 mL)
 - Create up to (2) 1.0 mL buffy coat aliquots to be shipped to NCRAD
 - Expected to have a reddish color from the RBCs.
 - Be sure to only place the buffy coat from one EDTA tube into each gray cryovial



NOTE: When pipetting plasma from the plasma tube into the 15 mL conical tube, be very careful to pipette the plasma top layer only, leaving the buffy coat and the red blood cell layers untouched.

EDTA (Purple-Top) Blood Collection Tube (10 mL) for Plasma and Buffy Coat x 2

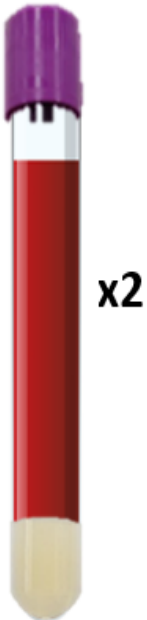


Step 1



- Store tubes at room temperature.
- Label Collection Tube and Cryovials with pre-printed labels prior to blood draw.

Step 2



- Collect blood in (2) 10 mL Purple-Top tube, allowing blood to flow for 10 seconds and ensure blood flow has stopped.

Step 3



- Immediately after blood draw, invert tube 8-10 times to mix samples.

Step 4



- Immediately after inverting the EDTA tubes, place them on wet ice until centrifugation begins.
- Within 2 hours of blood draw, centrifuge samples at 2000 x g at 4°C for 10 minutes.

Step 5



- Using a clean pipette, transfer plasma from both 10 mL EDTA tubes into the 15 mL conical tube.
- Mix the plasma by gently inverting the conical tube 3 times.



Step 6



- Using a clean pipette, aliquot 1.5 mL of plasma from the 15 mL conical to pre-labeled purple-cap plasma cryovials.
- If residual aliquot is created in pre-labeled blue-cap plasma cryovial, document specimen number and volume on sample form.
- Store plasma aliquots upright at -80°C until shipment to NCRAD.

Step 7



- Using a clean pipette, transfer each buffy coat layer from EDTA tubes to pre-labeled gray-cap buffy coat cryovials (do not pool buffy coats).
- Store buffy coat aliquots upright at -80°C until shipment to NCRAD.

Important Note: Ensure all tubes are not expired prior to collection and processing of samples.

If remote draw,

- Keep the samples on 4°C cold pack until you reach the lab for processing.

Incomplete and Difficult Blood Draws

Important Note

If challenges arise during the blood draw process, it is advised that the phlebotomist discontinue the draw. Attempt to process and submit any blood-based specimens that have already been collected to NCRAD.

If blood redraw is not possible, attempt to collect saliva sample to obtain DNA.



National Centralized Repository for
Alzheimer's Disease and Related Dementias

Situations may arise that prevent study coordinators from obtaining the total amount scheduled for biospecimens. In these situations, please follow the below steps:

1. *If the biospecimens at a scheduled visit **are partially** collected:*

- a) Attempt to process and submit any samples that were able to be collected during the visit
- b) Document difficulties on the 'Biological Sample and Shipment Notification Form' prior to submission to NCRAD
 - i. Indicate blood draw difficulties at the bottom of the 'Biological Sample and Shipment Notification Form' within the "Notes" section.
 - ii. Complete the 'Biological Sample and Shipment Notification Form' with tube volume approximations and number of aliquots created.
- c) Contact a NCRAD coordinator and alert them of the challenging blood draw

2. *If the blood biospecimens at a scheduled visit **are not** collected:*

1. See [Section 10.0](#) Saliva Collection for instructions on how to collect saliva samples.

Frozen Packaging and Shipping Instructions

Serum, Plasma and Buffy Coat

IMPORTANT!

**FROZEN SAMPLES MUST BE SHIPPED
MONDAY-WEDNESDAY ONLY!
MONDAY-TUESDAY FOR INTERNATIONAL SITES!**

Blood Sample Shipment Summary

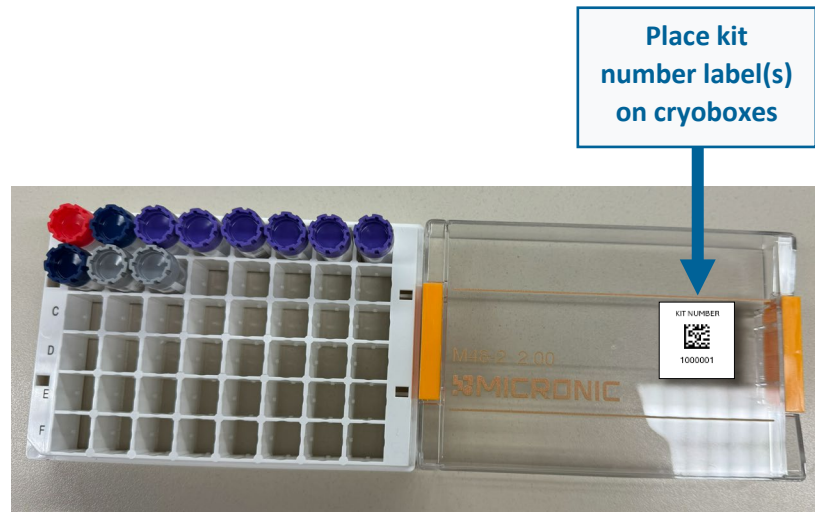
Sample Type	Processing/ Aliquoting	Tubes to NCRAD	Ship
Whole blood (Gold-Top SST) for isolation of serum	1.5 mL serum aliquot per 2.0 mL cryovial (red-cap) Residual volume placed in 2.0 mL cryovials (blue-cap)	Up to 2	Frozen
Whole blood (Purple-Top EDTA) for isolation of plasma & buffy coat (for DNA extraction)	1.5 mL plasma aliquot per 2.0 mL cryovial (purple-cap) Residual volume placed in 2.0 mL cryovials (blue-cap)	Up to 7	Frozen
	1.0 mL buffy coat aliquot per 2.0 mL cryovial (gray-cap)	Up to 2	Frozen

Notify NCRAD When Samples Ship:

1. Notify NCRAD of shipment by emailing NCRAD coordinators at: alzstudy@iu.edu and zdpotter@iu.edu
 - Attach the completed Blood Sample and Shipment Notification Form to the email notification. (See Appendix C for an example of the NCRAD sample form)
 - Please include the tracking number in the body of the email.
 - ***If email is unavailable, please call NCRAD and do not ship until you've contacted and notified NCRAD coordinators about the shipment in advance.***
 - Place the completed Blood Sample and Shipment Notification Form ([Appendix C](#)) in the package on top of the Styrofoam lid for each patient specimen.

Frozen Shipment Packaging:

Place all frozen labeled aliquots of serum, plasma and buffy coat in the cryoboxes.



One cryobox to contain Serum, Plasma and Buffy Coat Aliquots



Place up to 2 serum, 7 plasma and 2 buffy coat cryovials per participant visit inside 48 cell cryobox. Place cryobox in the clear plastic biohazard bag (do NOT remove the absorbent material found in the bag) and seal according to the instructions on the bag to ship to NCRAD frozen.

Frozen Batch Shipping

- Batch shipping should be performed every 3 months **or** when specimens from 8 participants accumulates, whichever is sooner.



Large Frozen Shipper:

**** 45 lbs. of dry ice pellets**

AND

Fits up to 8 x 48-slot cryoboxes



Small Frozen Shipper:

****10 lbs. of dry ice pellets**

AND

Fits up to 2 x 48-slot cryoboxes

Frozen Shipment Packaging

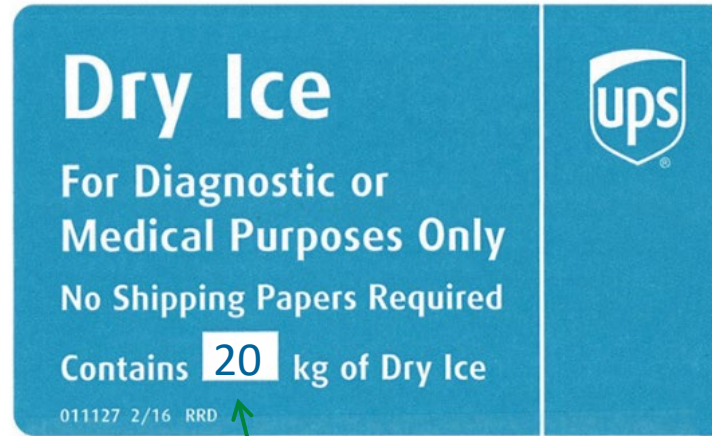
- Place 2-3 inches of pelleted dry ice in the bottom of the Styrofoam shipping container, then insert the cryoboxes laying upright.
- Fully cover the cryoboxes with about 2 inches of pelleted dry ice in the provided shipper.
- Each Styrofoam shipper must contain about 45 lbs (20 kg) of pelleted dry ice.
- Fill shipper to the top with pelleted dry ice!



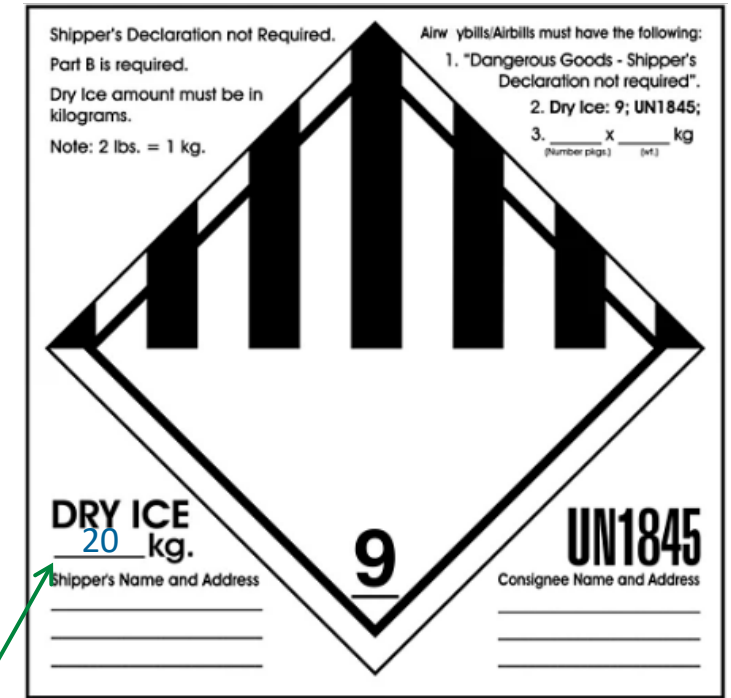
Frozen Shipping Dry Ice Requirements

Failure to do the following will
result in shipping carrier
rejecting/returning your
package!

1. Net weight of pelleted dry ice
in kg (must match amount on
the airbill)!
2. Dry Ice label should not be
covered with other stickers and
must be completed (see right)!



UPS Dry Ice
Sticker



FedEx Dry
Ice Sticker

Net
weight of
pelleted
dry ice in
kg

Critical Frozen Shipping Instructions

1. Hold packaged samples in -80°C freezer until time of pick-up/drop-off.

2. Frozen shipments should be shipped Monday - Wednesday ONLY to avoid shipping delays on Thursday or Friday. Monday - Tuesday for INTERNATIONAL SITES!

BE AWARE OF HOLIDAYS and current weather conditions!

3. Notify NCRAD of sample shipment the day you ship for tracking purposes.

4. Remember to complete the requisition forms and include a copy in your shipment with the samples: Blood Sample and Shipment Notification (Appendix C).

5. *Do not ship blood in same container as saliva as the saliva should be at ambient temperature and not frozen.*

Saliva Collection



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Alzheimer's Disease and Related Dementias

Saliva Collection Schedule

****If not able to collect blood samples for a participant, Saliva can be collected for DNA extraction****



National Centralized Repository for
Alzheimer's Disease and Related Dementias

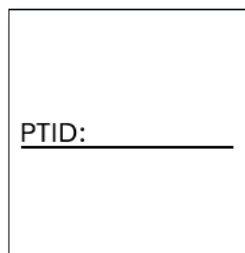
ACAD Saliva Collection Schedule

Sample Type	Tube Type	Number of Tubes Supplied in Kit	Tubes to NCRAD	Volume	Ship
Saliva for DNA extraction	Oragene Saliva Collection Tube (OG-500)	1	1	2.0 mL of Saliva collected in each 4.0 mL tube	Ambient

Saliva Specimen Labels

Provided by NCRAD

Three Label Types



PTID Labels

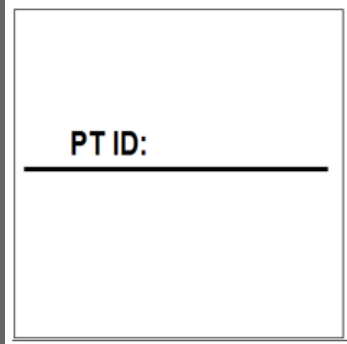


Kit Number
Labels



Specimen Labels

PTID Labels



PT ID: _____

- participants will be identified by their PTID.
 - The PTID may only be available shortly before the visit
- Sites will be responsible for handwriting this onto the provided labels
 - Must use fine point permanent marker
 - Write information on label prior to adhering to tube
- Label will be placed on all collection tubes:
 - Oragene Saliva Collection Tube (OG-500)

Kit Number Labels



- Used to track patient samples and provide quality assurance – Will be placed on the following locations :
 1. Saliva Sample and Shipment Notification Form (Appendix D)
 2. 2 extra labels provided

Appendix D

NCRAD
Asian Cohort for Alzheimer's Disease

ACAD
Asian Cohort for Alzheimer's Disease

Site ID: Participant ID:

Saliva Sample and Shipment Notification Form

Please email this form prior to the date of shipment.

To: Zoë McManus Email: alzstudy@iu.edu and zdpotter@iu.edu Phone: 1-800-526-2839

General Information: UPS tracking #:

From: Date:

Phone: Email:

Study: ACAD U19 GUID: Specimen Label:

Visit(circle one) : ☐ V01 ☐ V02

Sex: ☐ M ☐ F Year of Birth:

KIT DE

KIT NUMBER
1000001

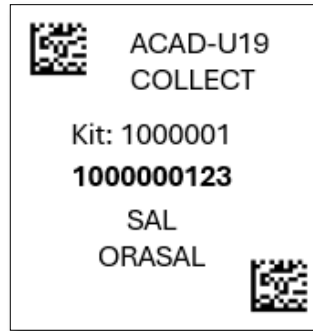
Specimen Labels



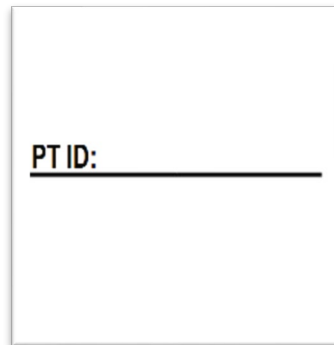
- Specimen Labels have 4 components:
 - Study name
 - COLLECT – Indicates the label is for the collection tube
 - Kit number (assigned by NCRAD)
 - Unique to participant AND visit
 - 10-digit specimen number (assigned by NCRAD)
 - Specimen type = SAL
 - Collect tube type
 - ORASAL for Saliva tube
- Label will be placed on all collection tubes:
 - Oragene Saliva Collection Tube (OG-500)
 - Saliva Sample and Shipment Notification Form (Appendix D)

Oragene Saliva Collection Tube Labels:

Label 1: Specimen Label



Label 2: PTID Label



Specimen
Label

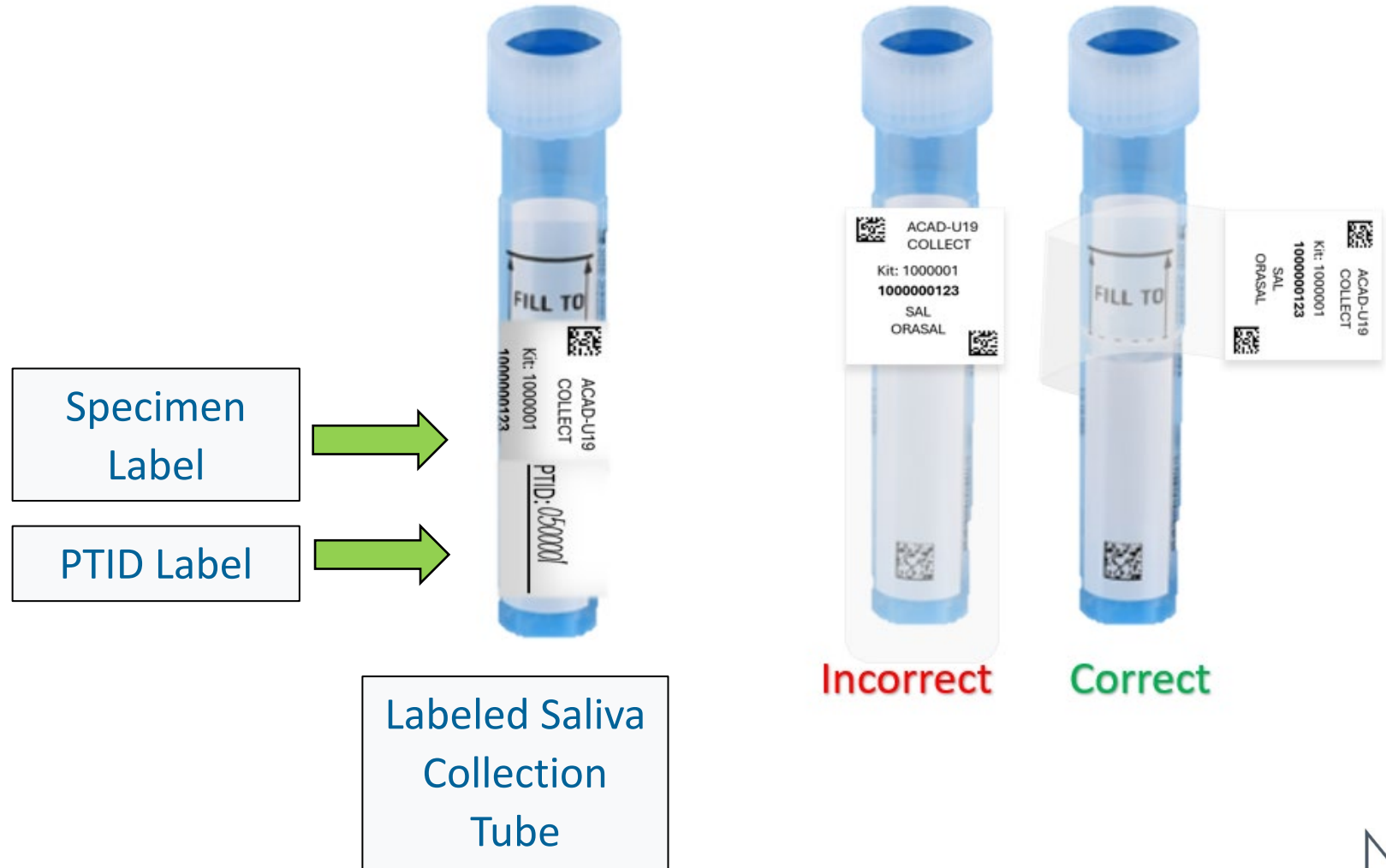
PTID Label

Labeled Oragene Saliva
Collection Tube

Properly Labeling Saliva Samples:


Please...

- Label saliva tubes before sample collection.
- Label only 1 participant's tubes at a time to avoid mix-ups.
- Wrap the label around the tube horizontally. Place barcode toward the tube cap AND below the "Fill To" line.
 - Label position is important for all tube types.
- Make sure the label is completely adhered by rolling between your fingers.



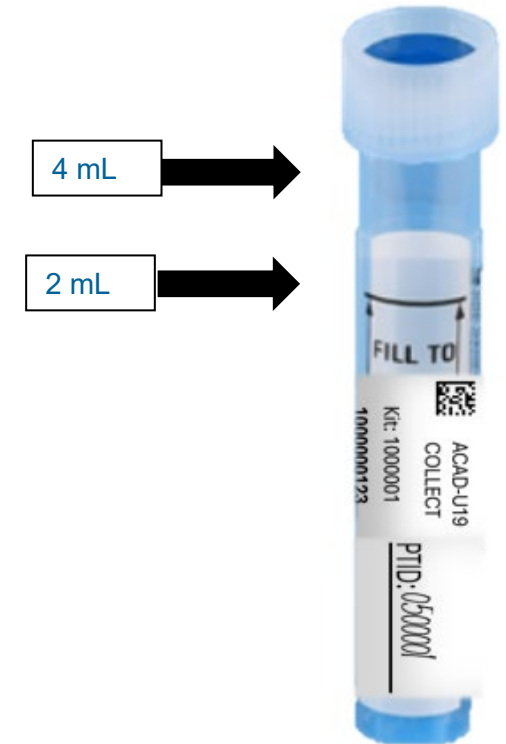
Handling/Processing Study Saliva Specimens

Saliva Collection Kit

Tube Type	Number of Tubes Drawn	Kit Image
Oragene Saliva Collection Tube (OG-500) – DNA Kit	X 1	

Critical Saliva Collection Instructions:

- Do NOT remove plastic film from the lid.
- Participant should not eat, drink, smoke, chew gum or brush teeth for 30 minutes prior to giving sample.
- Participant does NOT need to rinse their mouth prior to giving the sample.
- Do not over-fill the saliva tube as tubes can leak during shipment, resulting in a loss of sample.

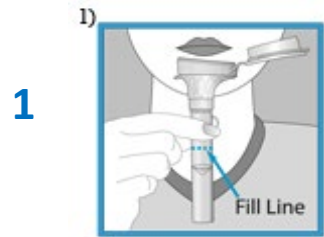


Saliva Collection Preparation Tips:

- Most people take between 2 and 5 minutes to deliver a saliva sample. If the participant finds it difficult to produce a sample, instruct them to relax and rub their cheeks gently for 30 seconds to generate saliva.
- Some other helpful hints to increase saliva output:
 - Hydrate before collection. Drink at least one large glass of water prior to collection – must be done at least 30 minutes prior to collection (be mindful to explain they should not eat/drink 30 minutes before giving the sample).
 - Smelling appealing aromas, such as citrus fruits, can help with saliva production
 - Telling participant to take their time filling the tube. Most participants take just a few minutes to complete, but those with dry mouth might need to take longer and shouldn't feel rushed.

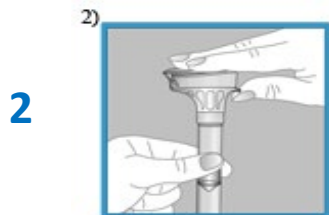
Saliva Collection Procedure:

Saliva Collection Instructions - [\(link\)](#)

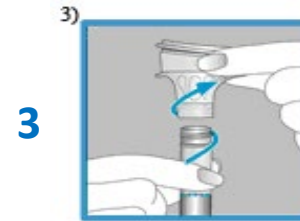


Do NOT remove the plastic film from the lid of the container. Spit into funnel until the amount of liquid saliva (not including bubbles) reaches the fill line shown in picture #1.

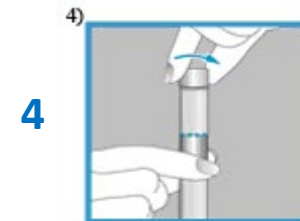
Note: The saliva tube has a false bottom, so you will only need to provide 2 ml of saliva to reach the fill line. **Do NOT fill above the line.**



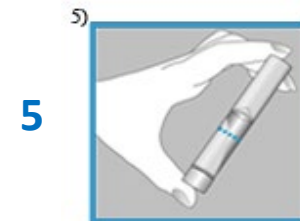
After collection, hold the tube upright with one hand and close the funnel lid with the other hand (as shown) by firmly pushing the lid until you hear a loud click. The liquid in the lid will be released into the tube to mix with the saliva. Make sure that the lid is closed tightly.



Hold the tube upright. Unscrew the funnel from the tube.



Pick up the small cap for the tube. Use the small cap to close the tube tightly. Discard the funnel.



Shake the capped tube for 5 seconds.

6 Complete the Saliva Sample and Shipment Notification Form(s) (Appendix D) and include in shipment with saliva sample(s).

Video of Saliva Collection Procedure:

- The following training video is available to assist you with the saliva collection:

<http://www.dnagenotek.com/ROW/support/ciOG500.html>

Ambient Packaging and Shipping Instructions

Saliva

IMPORTANT!

**AMBIENT SAMPLES MUST
BE SHIPPED
MONDAY-THURSDAY ONLY!**

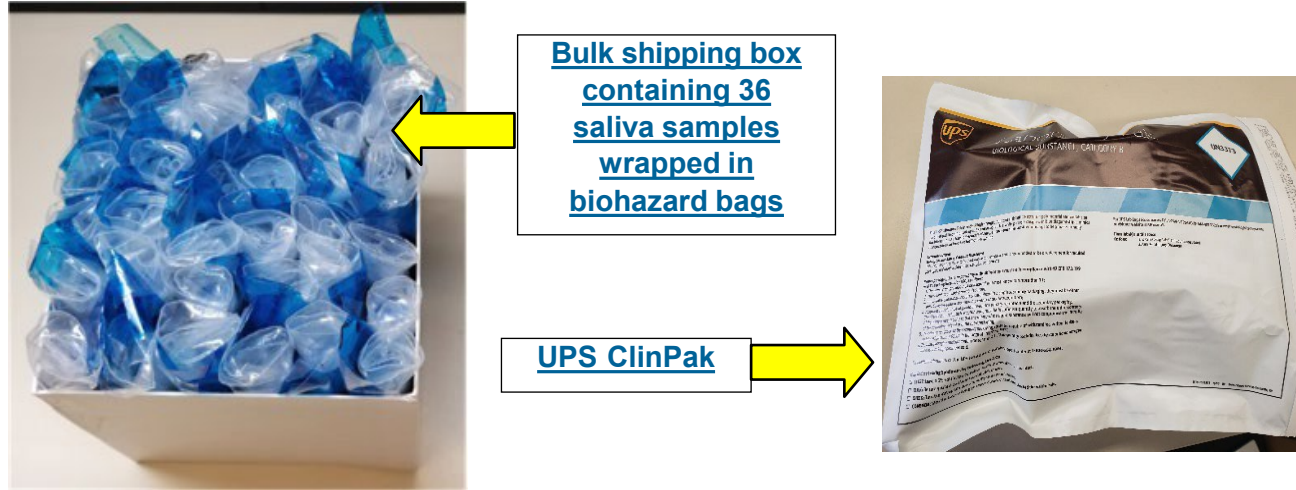
Notify NCRAD When Samples Ship:

1. **Notify NCRAD of shipment** by emailing NCRAD coordinators at: alzstudy@iu.edu and zdpotter@iu.edu

➤ Attach the following to the email:

- Completed Saliva Sample and Shipment Notification Form to the email notification. (See Appendix D for an example of the NCRAD sample form)
- If email is unavailable, please call NCRAD and do not ship until you've contacted and notified NCRAD coordinators about the shipment in advance.
- Please include the tracking number in the body of the email.
- Place physical copy of the filled out Saliva Sample and Shipment Notification (Appendix D) in your shipment.

Ambient Shipping Instructions: Saliva



1. Place saliva sample into the provided biohazard bag with absorbent sheet. Seal biohazard bag according to the instructions on the bag.
2. Roll packaging around the tube and place sample into the provided Bulk Saliva Shipping Box for batch shipping.
3. Place bulk shipping box containing 36 saliva samples inside UPS ClinPak.
4. Place Exempt Human Specimen label and UPS shipping airbill on the outside of the ClinPak ensuring no labels are covered.
5. Include completed Saliva Sample and Shipment Notification Form(s) (Appendix D) inside ClinPak with samples.
6. Use UPS tracking to ensure delivery occurs.

Ambient Saliva Shipping Instructions – **Remote Draws:**



1. If remote draw, place sample inside biohazard bag with absorbent sheet and then place inside small bubble mailer.
2. Place Exempt Human Specimen label and prepaid USPS shipping airbill on the outside of the bubble mailer ensuring no labels are covered.
3. Include completed Saliva Sample and Shipment Notification Form (Appendix D) inside bubble mailer with sample.

Critical Ambient Shipping Instructions

Saliva

1. SHIP ALL AMBIENT SAMPLES MONDAY - THURSDAY ONLY. BE AWARE OF HOLIDAYS.

BE AWARE OF INCIPIENT INCLEMENT WEATHER THAT MAY DELAY SHIPMENT/DELIVERY OF SAMPLES.

2. Notify NCRAD of sample shipment the day you ship for tracking purposes.

3. Place physical copy of the completed Saliva Sample and Shipment Notification Form(s) (Appendix D) inside the ClinPak or bubble mailer.

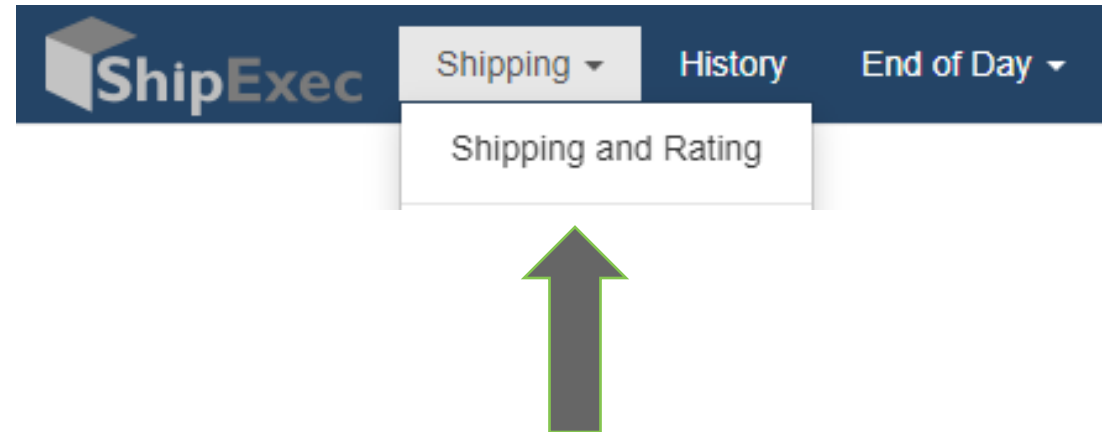
4. *Do not ship saliva in same container as blood as the saliva should be at ambient temperature and not frozen.*

Creating Airbills/Scheduling Pickups via ShipExec Frozen and Ambient Shipments

UPS ShipExec™ Thin Client Website

Log into the ShipExec Thin Client:
<https://kits.iu.edu/UPS>

Click on the “Shipping” dropdown and
click on “Shipping and Rating”



Finding Your Contact Information

- On the right side of the screen, choose the name of your study from the “Study Group” drop down menu
 - *This step must be done 1st*



- On the left side of the screen, Click on the magnifying glass icon



Shipment Information

Study Group	<input type="text"/>	▼
Weight	<input type="text"/>	LB ▼
Dry Ice Weight	<input type="text"/>	LB ▼
Description of Return	Biological Specimens	

[Pickup Request](#)

Ship From

[Clear](#)

Code

Company

Contact

Address 1

Address 2

Address 3

City

State/Province

Postal Code

Country/Territory ▼

Finding Your Contact Information

- On the right side of the screen, a list of all the site addresses within the study you selected should populate
- User can filter the search for their address further by filling in the “Company”, “Contact”, or “Address 1” fields
- Hit “Search” when ready.
- Once you have found your site address, click on the “Select” button to the left of the address
- If any information needs to be updated, please reach out to the NCRAD Coordinator of your study

Select address book

Address Book

Type

RETURNS

Company

Group

acad

Code

Company

Contact

Address 1

Address 2

Address 3

City

State/Province

Postal Code

Country/Territory

Email

Phone Fax

Account / Tax

Email

✕Clear

QSearch

Action	Code	Company
Select	ACAD 05	Centre for Addiction and Mental Health (Univ. of Toronto)
Select	ACAD 08	UCSD
Select	ACAD 03	UCSF Weill Institute for Neurosciences, Memory and Aging Center
Select	ACAD 03	UCSF Weill Institute for Neurosciences, Memory and Aging Center
Select	ACAD 02	University of Massachusetts - Boston
Select	ACAD 05	Centre for Addiction and Mental Health

Verify Information

- Please verify that both the shipping information AND Study Group are correct for this shipment

Ship From		Shipment Information	
<input type="text"/>	<input type="button" value="Clear"/>	Study Group	ACAD <input type="button" value="v"/>
Code	ACAD 05	Weight	<input type="text"/> LB <input type="button" value="v"/>
Company	Centre for Addiction and Mental Health (Univ. of Toronto)	Dry Ice Weight	<input type="text"/> LB <input type="button" value="v"/>
Contact	Wai Haung (Ho) Yu	Description of Return	Biological Specimens
Address 1	250 College St.	<input type="button" value="Pickup Request"/>	
Address 2	Room 202		
Address 3			
City	Toronto		
State/Province	ON		
Postal Code	M5T1R8		
Country/Territory	Canada <input type="button" value="v"/>		

Entering Shipment Information

- **Frozen shipments**
 - Enter the total weight of your package in the “Weight” field
 - Enter the dry ice weight in the “Dry Ice Weight” field
 - The “Dry Ice Weight” field cannot be higher than the “Weight” field (will receive an error message)
- **Ambient shipments**
 - Enter the total weight of your package in the “Weight” field and **leave the “Dry Ice Weight” field empty.**

Shipment Information

Study Group	ACAD		▼
Weight	50	LB	▼
Dry Ice Weight	45	LB	▼
Description of Return	Biological Specimens		

Pickup Request

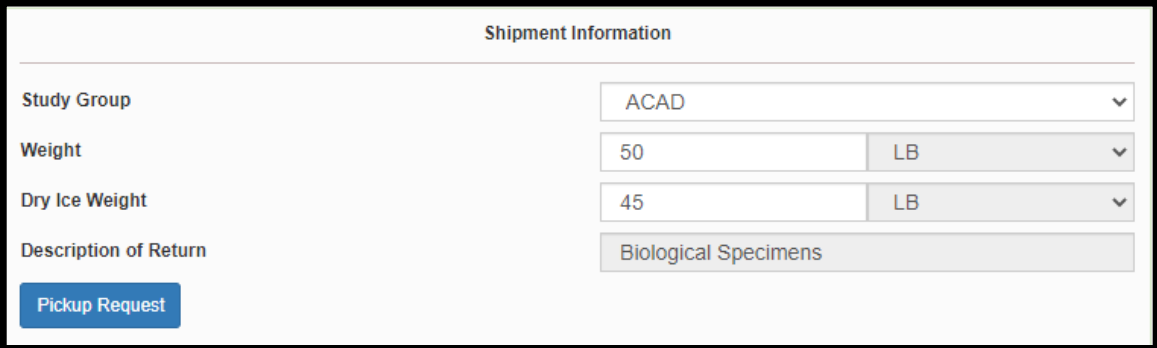
Shipment Information

Study Group	ACAD		▼
Weight	1	LB	▼
Dry Ice Weight		LB	▼
Description of Return	Biological Specimens		

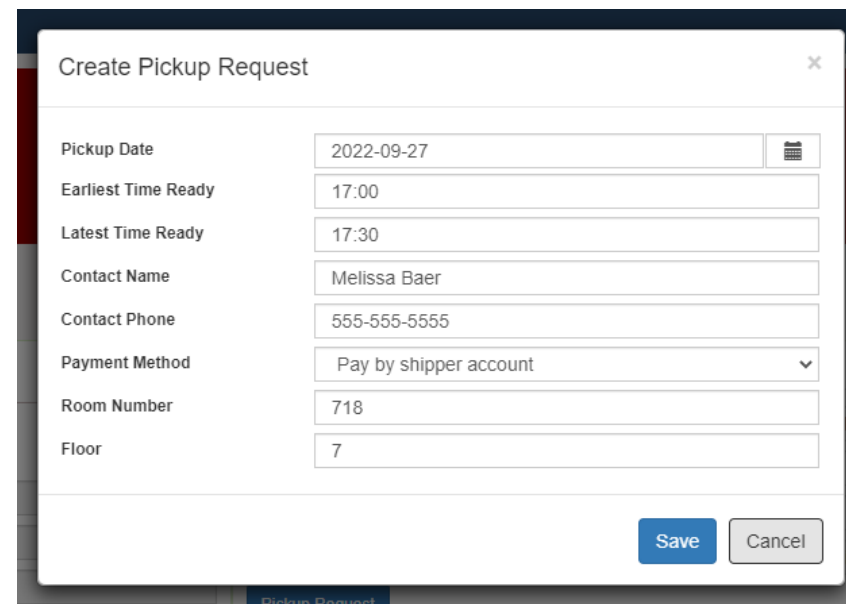
Pickup Request

Need to request UPS Pickup?

- Click on the “Pickup Request” button
- Fill out all fields for the pickup request
- Enter in the “Earliest Time Ready” and “Latest Time Ready” in 24-hour format
 - Users must schedule pickup minimum 1 hour before “Earliest Time Ready”.
 - “Earliest Time Ready” has to be after current time of day even if scheduling pickup for later date.
 - Users will get an error if attempting to schedule pick-up after institution’s closing time.
- Choose a name and number that is the best to contact if the UPS driver has questions related to picking up your package
- Entering the Room Number and Floor will help the UPS driver locate your package
 - Room number field is free text
 - Floor field is numerical only
- Hit “Save” when done



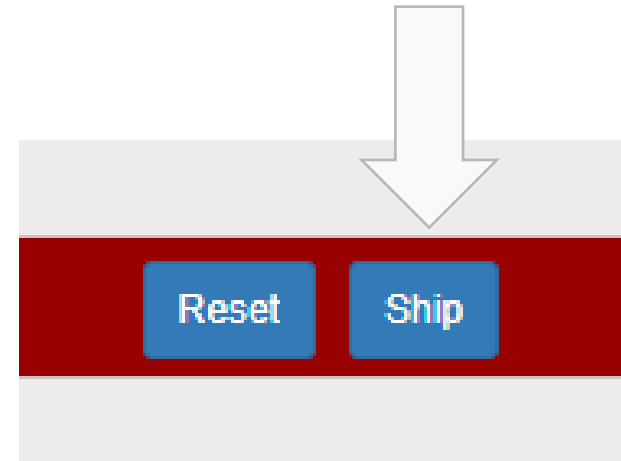
This screenshot shows the 'Shipment Information' form. It includes fields for 'Study Group' (dropdown menu showing 'ACAD'), 'Weight' (text input '50' and unit dropdown 'LB'), 'Dry Ice Weight' (text input '45' and unit dropdown 'LB'), and 'Description of Return' (text input 'Biological Specimens'). A blue 'Pickup Request' button is located at the bottom left of the form.



This screenshot shows the 'Create Pickup Request' modal form. It includes fields for 'Pickup Date' (calendar icon, value '2022-09-27'), 'Earliest Time Ready' (text input '17:00'), 'Latest Time Ready' (text input '17:30'), 'Contact Name' (text input 'Melissa Baer'), 'Contact Phone' (text input '555-555-5555'), 'Payment Method' (dropdown menu showing 'Pay by shipper account'), 'Room Number' (text input '718'), and 'Floor' (text input '7'). At the bottom right, there are 'Save' and 'Cancel' buttons.

Shipping Packages

- If all fields in “Ship From” and “Shipment Information” fields are completed, and pickup request is completed (if necessary), click Ship in the bottom right corner of the page



Accessing Airbill

Shipment Receipt

ShipExec™ Shipment Receipt

Transaction Date: Tuesday, December 8, 2020

Address Information

Ship To:
John Smith
Indiana University
980 W. Walnut Street
Indianapolis, IN 46202

Shipper:
Iugb
Iu School Of Medicine
351 W 10Th St
Indianapolis, IN 46202

Pickup No: 2929602E9CP

Ship From:
Iugb
Iu School Of Medicine
351 W 10Th St
Indianapolis, IN 46202

Shipment Information

Service: UPS Next Day Air (UPS Adapter)

Package Information

Pkg No	Tracking No	Packaging Type	Actual Wt	Billable Wt	Insured Value
1	1Z976R8W8430841976	Customer Packaging	20.0	20	0.00

- Check Pickup Status by going to [UPS.com](https://www.ups.com), click on the Shipping, select Schedule a Pickup, and look on the right side of screen to click on "Pickup Request Status". Enter in the Pickup No. listed on receipt into PRN field and submit

Airbill

JOHN SMITH
317-555-1234
INDIANA UNIVERSITY
980 W. WALNUT STREET
INDIANAPOLIS IN 46202

20 LBS
RS

1 OF 1

SHIP TO:
IUGB
317-278-6158
IU SCHOOL OF MEDICINE
TK 217
351 W 10TH ST
INDIANAPOLIS IN 46202



IN 461 9-01



UPS NEXT DAY AIR

1

TRACKING #: 1Z 976 R8W 84 3084 1976



BILLING: P/P
DISC: Biological Specimens
RETURN SERVICE
UN1845, DRY ICE, CLASS 9, 1 x 4.5 KG
AUDIT REQUIRED

Reference No.1: 5683820

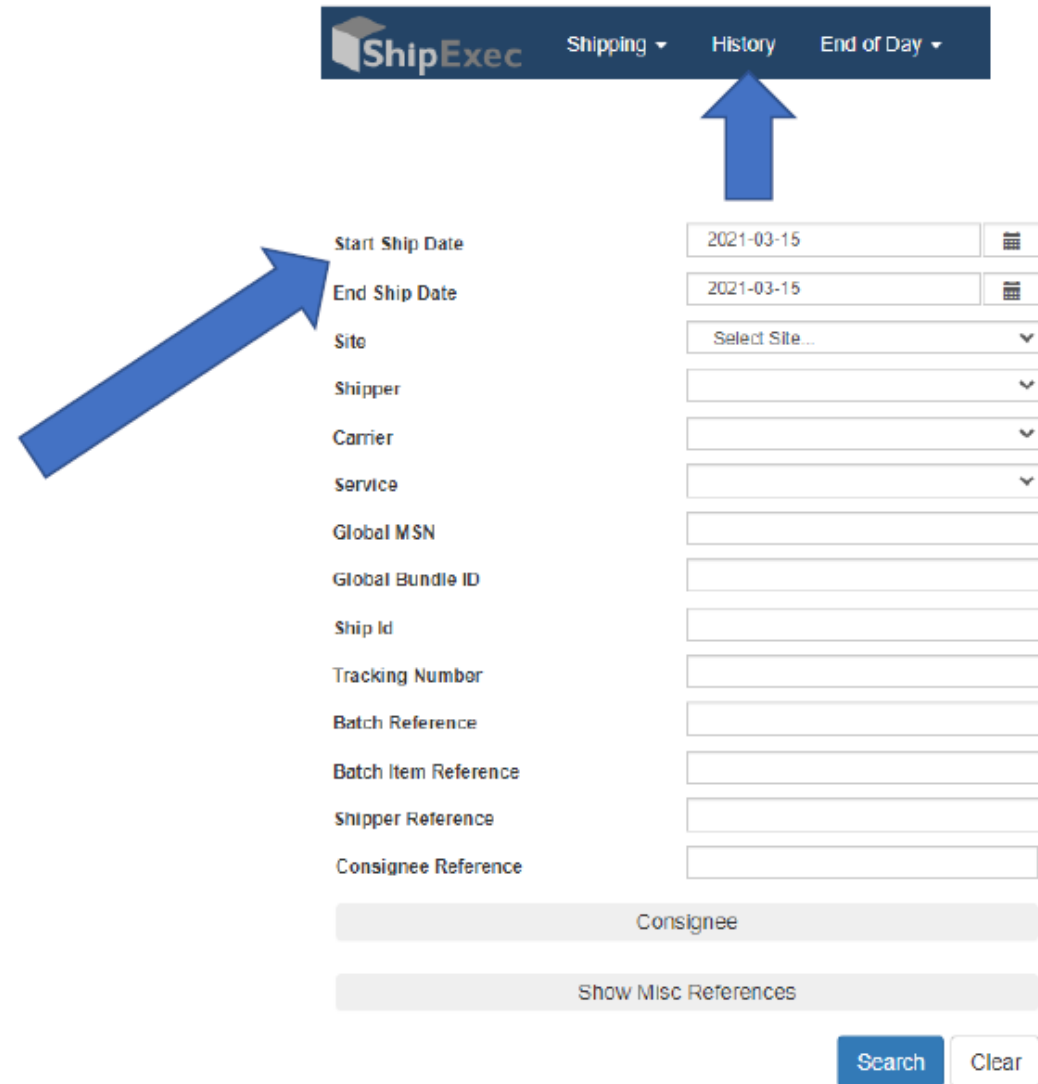
Accessing Airbill

- Print out the UPS air waybill
- Fold the UPS air waybill and slide it inside the plastic UPS sleeve (NCRAD will provide these in kit requests upon request).
- Peel the back off the plastic UPS sleeve and stick the sleeve to your package, making sure it is laying as flat as possible along the surface of the package.

JOHN SMITH 317-555-1234 INDIANA UNIVERSITY 980 W. WALNUT STREET INDIANAPOLIS IN 46202	20 LBS RS	1 OF 1
SHIP TO: IUGB 317-278-6158 IU SCHOOL OF MEDICINE TK 217 351 W 10TH ST INDIANAPOLIS IN 46202		
	IN 461 9-01 	
UPS NEXT DAY AIR		1
TRACKING #: 1Z 976 R8W 84 3084 1976		
 SAMPLE		
BILLING: P/P DESC: Biological Specimens RETURN SERVICE UN1845, DRY ICE, CLASS 9, 1 x 4.5 KG AUDIT REQUIRED Reference No. 1: 9583820		

Reprint Airbills/Voiding Shipments

- To reprint airbill or void a shipment, click “History” at the top of the ShipExec Thin Client portal
- If your shipment doesn’t automatically pop up, enter in the date of shipment and then click “Search”



The screenshot displays the ShipExec Thin Client portal interface. At the top, a dark blue navigation bar contains the ShipExec logo and three menu items: "Shipping", "History", and "End of Day". A blue arrow points from the "History" menu item to the search filters below. The search filters are organized into two columns. The left column lists various search criteria: Start Ship Date, End Ship Date, Site, Shipper, Carrier, Service, Global MSN, Global Bundle ID, Ship Id, Tracking Number, Batch Reference, Batch Item Reference, Shipper Reference, and Consignee Reference. The right column contains input fields for each of these criteria. The first two fields, Start Ship Date and End Ship Date, are pre-filled with the date "2021-03-15". Below these are dropdown menus for Site, Shipper, Carrier, and Service. The remaining fields are empty text boxes. At the bottom of the search filters, there are two buttons: "Consignee" and "Show Misc References". At the very bottom right, there are two buttons: "Search" and "Clear".

Search Criteria	Input Field
Start Ship Date	2021-03-15
End Ship Date	2021-03-15
Site	Select Site...
Shipper	
Carrier	
Service	
Global MSN	
Global Bundle ID	
Ship Id	
Tracking Number	
Batch Reference	
Batch Item Reference	
Shipper Reference	
Consignee Reference	

Consignee

Show Misc References

Search Clear


Reprint Airbill

- Click the print icon to reprint airbill

Action	Global MSN	Tracking Number	Shipper Reference	Consignee Reference	Ship Date	Weight	Rated Weight	Dimension
  	9506	1Z976R8W8430841976		6683830	2020-12-08	20 LB	20 LB	

Void Shipment

- To void a shipment, click on the “X” symbol

Action	Global MSN	Tracking Number	Shipper Reference	Consignee Reference	Ship Date	Weight	Rated Weight	Dimension
  	9506	1Z976R8W8430841976		6683830	2020-12-08	20 LB	20 LB	

Creating a ShipExec Account

- Please email the NCRAD Coordinator if you do not have a ShipExec Account:
 - Zoë Potter - zdpotter@iu.edu
- Once your ShipExec account is created, you will get an email from noreply@shipexec.com. This email will have a temporary password in the body of the email. Login using this password.
- You will then be prompted to reset your password.
- *Look in your junk folder in case the email is being incorrectly flagged.*

International Shipping Instructions

International Shipping Instructions - ShipExec

1. Log into the ShipExec™ Thin Client at [ShipExec™™ Thin Client](#).
2. All international shipments will utilize the same packing requirements as specified in [Section 9.0](#) and [Section 10.5 \(slides 62-68\)](#) (Frozen and Ambient Shipping Instructions).
3. Two components are necessary for international shipments:
 1. International UPS return airbill
 2. International Commercial Invoice

International Shipping Instructions – ShipExec (cont.)

1. Follow ShipExec™ Frozen and Ambient Shipping Instructions, **steps 1 – 7**, specified in Section 9.2 and Section 10.5.2. (Slides 62-68):
 - a. Once you click 'Ship', the following documents will automatically be created/downloaded:
 - i. UPS Package Label
 - ii. UPS Commercial Invoice
 - iii. ShipExec™ Return Shipment Receipt

Commercial Invoice:

1. Open the UPS Commercial Invoice:
 1. Ensure all information is correct.
 2. Fill in the harmonization code (see below example):

Units	U/M	Description of Goods/Part No.	Harm.Code	C/T/O	Unit Value	Total Value
1	PC	Biological Specimens	3002.12.00.90	CA	150	150

- i. Human Serum, Plasma and Buffy Coat: 3002.12.00.90

OR

- i. Human Saliva: 3002.90.90

3. Enter the following in 'Additional Comments' section:

- i. Reason for export: Medical Research. Samples are for laboratory research purposes only and are not for use in live human nor animal research. Samples are non-dangerous, non-toxic, and non-infectious. Samples not intended for human nor animal consumption. This shipment does not contain animal products or byproducts. I declare that the information mentioned above is true and correct to the best of my knowledge.

Printing Commercial Invoice and Airbill:

1. Print, sign and date 3 copies of the UPS Commercial Invoice. Fold in half.
 - i. Use blue pen only
2. Print 1 copy of UPS Package Label (airbill). Fold in half.
3. Place airbill on top of 3 completed copies of the commercial invoice. Place papers inside an airbill sleeve and adhere to the shipping box.

Critical International Shipping Instructions

1. SHIP ALL AMBIENT SAMPLES MONDAY - THURSDAY ONLY. BE AWARE OF HOLIDAYS.

2. INTERNATIONAL SITES SHIP ALL FROZEN SAMPLES MONDAY - TUESDAY ONLY. BE AWARE OF HOLIDAYS.

3. BE AWARE OF INCIPIENT INCLEMENT WEATHER THAT MAY DELAY SHIPMENT/DELIVERY OF SAMPLES.

4. Notify NCRAD of sample shipment the day you ship for tracking purposes.

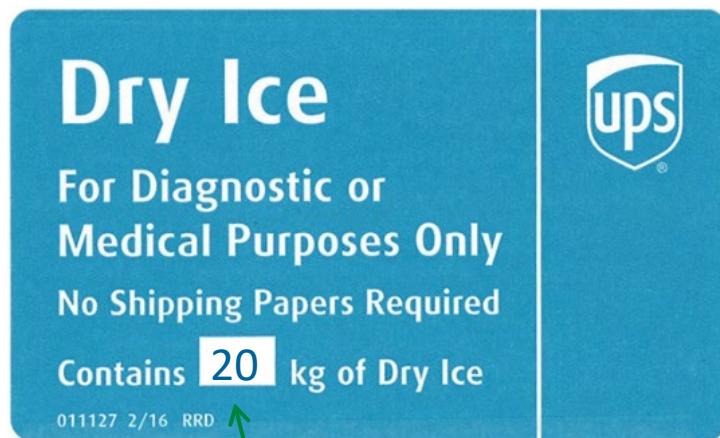
5. Place physical copy of the completed Sample and Shipment Notification Form(s) inside the ClinPak or bubble mailer.

6. *Do not ship saliva in same container as blood as the saliva should be at ambient temperature and not frozen.*

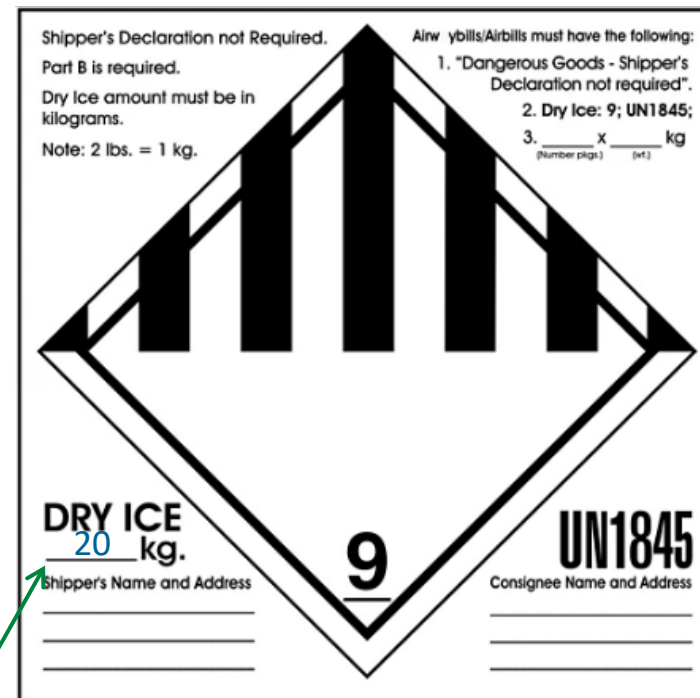
Frozen Shipping Dry Ice Requirements

Failure to do the following will
result in shipping carrier
rejecting/returning your
package!

1. Net weight of pelleted dry ice
in kg (must match amount on
the airbill)!
2. Dry Ice label should not be
covered with other stickers and
must be completed (see right)!



UPS Dry Ice
Sticker




FedEx Dry
Ice Sticker

Net
weight of
pelleted
dry ice in
kg

Additional Resources:

1. UPS International Customer Service Center: [1-800-782-7892](tel:1-800-782-7892)
2. [Commercial Invoice How-to Guide](#)

Example International Commercial Invoice

INVOICE							Page 1
FROM							
Tax ID/VAT No.: [REDACTED]				Shipment ID: [REDACTED]			
Contact Name: [REDACTED] [REDACTED] [REDACTED] Toronto, ON M5T1R8 CA Phone: [REDACTED]							
				Invoice No.: [REDACTED] Date: 12/22/2022 PO No.: ACAD Terms of Sale(Incoterm): Reason for Export: P			
SHIP TO				SOLD TO INFORMATION			
Tax ID/VAT No.: [REDACTED] Contact Name: [REDACTED] [REDACTED] Indianapolis IN-46202 US Phone: [REDACTED]				Tax ID/VAT No.: [REDACTED] Contact Name: [REDACTED] [REDACTED] Indianapolis IN-46202 US Phone: [REDACTED]			
Units	U/M	Description of Goods/Part No.	Harm.Code	C/T/O	Unit Value	Total Value	
1	PC	Biological Specimens	3002.12.00.90	CA	150	150	
Additional Comments: Reason for export: Medical Research. Samples are for laboratory research purposes only and are not for use in live human nor animal research. Samples are non-dangerous, non-toxic, and non-infectious. Samples not intended for human nor animal consumption. This shipment does not contain animal products or byproducts. I declare that the information mentioned above is true and correct to the best of my knowledge.							
Declaration Statement: The exporter of the products covered by this document declares that except where otherwise clearly indicated these products are of EEA preferential origin.				Invoice Line Total: 150.00 Discount/Rebate: 0.00 Invoice Sub-Total: 150.00 Freight: 0.00 Insurance: 0.00 Other: 0.00 Total Invoice Amount: 150.00 USD			
Shipper: Jane Doe Date: 1/5/2023				Total Number of Packages: 1 Total Weight: 50 LBS			
These items are controlled by the U.S. Government and authorized for export only to country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into items, without first obtaining approval from the U.S. government or as authorized by U.S. law and regulations.							

Sample Forms

Appendix A: GUID Demographics Form

Appendix A: GUID Demographics Form

Please be certain to collect the following demographic information to generate a GUID Identifier. **Do NOT** return this information to NCRAD. Only send the GUID to NCRA

1. Complete legal given (first) name of participant at birth: _____
2. Complete additional (middle) name or names at birth: _____
3. Complete legal family (last) name of participant at birth: _____
4. Suffix: _____
5. Date of Birth: _____
6. Name of city/municipality in which participant was born: _____
7. Country of birth: _____

NCRAD
ACAD
Asian Cohort for Alzheimer's Disease

Appendix C
Site ID: _____ Participant ID: _____
Blood Sample and Shipment Notification Form
Please email this form prior to the date of shipment.

To: Zoë McManus Email: alzstudy@iu.edu and zdpotter@iu.edu Phone: 1-800-526-2839

General Information: _____ UPS tracking #: _____
From: _____ Date: _____
Phone: _____ Email: _____

Study: ☒ ACAD U19 ☐ ADRC ADRC PT ID: _____ ☐ Co-Enrolled in a study other than ADRC
GUID: _____ (if applicable)
Sex: ☐ M ☐ F Year of Birth: _____
Visit (circle number): 1 2 3 4 5 Kit #: _____
Visit (circle letter): a b c d e
KIT LABEL/BARCODE

NCRAD
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Asian Cohort for Alzheimer's Disease

Appendix D
Site ID: _____ Participant ID: _____
Saliva Sample and Shipment Notification Form
Please email this form prior to the date of shipment.

To: Zoë McManus Email: alzstudy@iu.edu and zdpotter@iu.edu Phone: 1-800-526-2839

General Information: _____ UPS tracking #: _____
From: _____ Date: _____
Phone: _____ Email: _____

Study: ACAD U19 GUID: _____ Specimen Label: _____
Visit(circle one): V01 V02
Sex: ☐ M ☐ F Year of Birth: _____
KIT LABEL/BARCODE

Appendix B: Rate of Centrifuge Worksheet

You are not required to send this to the NCRAD Study Coordinator.
This is a tool to help calculate rate of centrifuge.

Appendix B: Rate of Centrifuge Worksheet

Please complete and return this form by fax or email to the NCRAD Project Manager if you have any questions regarding sample processing. The correct RPM will be sent back to you. You can also use online calculators like this one -

<https://www.sigmaaldrich.com/CA/en/support/calculators-and-apps/g-force-calculator>

For this, you will need

RPM

Radius of rotor – Distance from center to middle of bucket

Submitter Information

Name:

Site:

Submitter e-mail:

Centrifuge Information

Please answer the following questions about your centrifuge.

Centrifuge Type

Fixed Angle Rotor: ☐

Swing Bucket Rotor: ☐

Radius of Rotation (mm):

Determine the centrifuge's radius of rotation (in mm) by measuring distance from the center of the centrifuge spindle to the bottom of the device when inserted into the rotor (if measuring a swing bucket rotor, measure to the middle of the bucket).

Calculating RPM from G-Force:

$$RCF = \left(\frac{RPM}{1,000} \right)^2 \times r \times 1.118 \Rightarrow RPM = \sqrt{\frac{RCF}{r \times 1.118}} \times 1,000$$

RCF = Relative Centrifugal Force (G-Force)

RPM = Rotational Speed (revolutions per minute)

R = Centrifugal radius in mm = distance from the center of the turning axis to the bottom of centrifuge

Comments:

Please send this form to NCRAD Study Coordinator

alzstudy@iu.edu

Appendix C: Blood Sample and Shipment Notification Form

Note:
Please ensure forms are filled out in their entirety.
Complete during the participant study visit as samples are processed to guarantee accuracy.

Send by E-mail prior to shipment, and include a copy in each shipment

NCRAD

ACAD

Asian Cohort for Alzheimer's Disease

Appendix C

Site ID: Participant ID:

Blood Sample and Shipment Notification Form

Please email this form prior to the date of shipment.

To: Zoë McManus Email: alzstudy@iu.edu and zdpotter@iu.edu Phone: 1-800-526-2839

General Information:

UPS tracking #:

From:

Date:

Phone:

Email:

Study:

☒ ACAD U19 ☐ ADRC ADRC PT ID: (if applicable) ☐ Co-Enrolled in a study other than ADRC

GUID:

Sex: M F Year of Birth:

Visit (circle number): 1 2 3 4 5 Kit #:

Visit (circle letter): a b c d e

KIT LABEL/BARCODE

Blood Collection:

1.Date Drawn: [MMDDYY]

2.Time of Draw: [HHMM]

3.Last date subject ate: [MMDDYY]

4.Last time subject ate: [HHMM]

Blood Processing:

Serum (Gold-Top) Tube (5 mL)

Time spin started: [HHMM]

Duration of centrifuge: Minutes

Temp of Centrifuge: °C

Rate of centrifuge: x g

Time aliquoted: [HHMM]

Number of 1.5 mL serum aliquots created (red-cap):

If applicable, volume of residual serum aliquot (less than 1.5 mL in blue cap): mL

If applicable, specimen number of residual serum aliquot (last four digits):

Original blood volume drawn (1 x 5 mL SST collection tube): mL

Time aliquots placed in freezer: [HHMM]

Storage temperature in freezer: °C

Plasma & Buffy Coat (Purple-top) Tube (10 mL)

Time spin started: [HHMM]

Duration of centrifuge: Minutes

Temp of Centrifuge: °C

Rate of centrifuge: x g

Time aliquoted: [HHMM]

Number of 1.5 mL plasma aliquots created (purple-cap):

If applicable, volume of residual plasma aliquot (less than 1.5 mL in blue-cap): mL

If applicable, specimen number of residual plasma aliquot (last four digits):

Original blood volume drawn (2 x 10 mL EDTA collection tube): EDTA #1: mL EDTA #2: mL

Time aliquots placed in freezer: [HHMM]

Storage temperature in freezer: °C

Buffy coat aliquot specimen numbers (last four digits): Buffy Coat #1: Buffy Coat #2:

Buffy coat volumes (~1.0 mL in gray-cap): Buffy Coat #1: mL Buffy Coat #2: mL

Notes:

E.g., hemolysis, blood is coagulated, thick or cloudy plasma, issues with buffy coat collection - please specify, etc.

Version (3.2024)

ACAD Blood Form Guide (Page 1)



Appendix C

Site ID: _____ Participant ID: _____

Blood Sample and Shipment Notification Form

Please email this form prior to the date of shipment.

To: Kelley Faber Email: alzstudy@iu.edu Phone: 1-800-526-2839	
General Information: _____ UPS tracking #: _____	
From: _____	Date: _____
Phone: _____	Email: _____
Study: <input checked="" type="checkbox"/> ACAD U19 <input type="checkbox"/> ADRC ADRC PT ID: _____ (if applicable) <input type="checkbox"/> Co-Enrolled in a study other than ADRC	
GUID: _____	
Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Year of Birth: _____
Visit (circle number): 1 2 3 4 5	Kit #: _____ KIT LABEL/BARCODE
Visit (circle letter): a b c d e	
Blood Collection:	
1. Date Drawn: _____ [MMDDYY]	2. Time of Draw: _____ [HHMM]
3. Last date subject ate: _____ [MMDDYY]	4. Last time subject ate: _____ [HHMM]
Blood Processing:	
Serum (Gold-Top) Tube (5 mL)	
Time spin started: _____ [HHMM]	Minutes
Duration of centrifuge: _____	Minutes
Temp of Centrifuge: _____ °C	
Rate of centrifuge: _____ x g	
Time aliquoted: _____ [HHMM]	
Number of 1.5 mL serum aliquots created (red-cap): _____	
If applicable, volume of residual serum aliquot (less than 1.5 mL in blue cap): _____ mL	
If applicable, specimen number of residual serum aliquot (last four digits): _____	
Original blood volume drawn (1 x 5 mL SST collection tube): _____ mL	
Time aliquots placed in freezer: _____ [HHMM]	
Storage temperature in freezer: _____ °C	
Plasma & Buffy Coat (Purple-top) Tube (10 mL)	
Time spin started: _____ [HHMM]	Minutes
Duration of centrifuge: _____	Minutes
Temp of Centrifuge: _____ °C	
Rate of centrifuge: _____ x g	
Time aliquoted: _____ [HHMM]	
Number of 1.5 mL plasma aliquots created (purple-cap): _____	
If applicable, volume of residual plasma aliquot (less than 1.5 mL in blue cap): _____ mL	
If applicable, specimen number of residual plasma aliquot (last four digits): _____	
Original blood volume drawn (2 x 10 mL EDTA collection tube): _____	EDTA #1: _____ mL EDTA #2: _____ mL
Time aliquots placed in freezer: _____ [HHMM]	
Storage temperature in freezer: _____ °C	
Buffy coat aliquot specimen numbers (last four digits): _____	Buffy Coat #1: _____ Buffy Coat #2: _____
Buffy coat volumes (~1.0 mL in gray-cap): _____	Buffy Coat #1: _____ mL Buffy Coat #2: _____ mL
Notes: _____	
E.g., hemolysis, blood is coagulated, thick or cloudy plasma, issues with buffy coat collection - please specify, etc.	

Enter GUID here. (Section 4.0 of MOP)

Check box next to the Participant's Sex
(M = Male, F = Female)

Enter the participant's Year of Birth

Circle Visit Number

1 = Year 1 (newly enrolled)
2 = Year 2
3 = Year 3
etc.

Circle Visit Letter

a = First visit of the year
b = Second visit of the year
c = Third visit of the year
etc.

Enter temperature of centrifugation (i.e., 4°C)
and rate of centrifugation (i.e., 2000 x g)

Enter the last 4-digits of the residual serum
aliquot (if applicable)

Enter the original blood volume drawn in
each SST (Gold-Top) Collection Tube (5mL) in
mL.

Site ID = 3-digit Site Number

Participant ID = 5-digit Participant Number

Coordinator Contact Information and
Sample Tracking Information

If the participant is co-enrolled in the ADRC
study, please check the "ADRC" box and fill
in the ADRC Patient ID in the "ADRC PT ID"
field.

If the ACAD participant is co-enrolled in a study
other than ADRC, please check this box.

Place Kit Number label here (Section 7.1 of
MOP)

Enter time and date of blood collection in
HHMM format.

Enter last date and time participant ate in
HHMM format.

Enter time centrifugation started in HHMM
format.

Enter duration of centrifugation in minutes
(i.e., 10 minutes)

Enter the time the samples were aliquoted
in HHMM format.

Enter the number of 1.5 mL serum aliquots
that were created.

Enter the volume in mL of the residual
serum aliquot (if applicable)

ACAD Blood Form Guide (Page 2)



Appendix C

Site ID: _____ Participant ID: _____

Blood Sample and Shipment Notification Form

Please email this form prior to the date of shipment.

To: Kelley Faber Email: alzstudy@iu.edu Phone: 1-800-526-2839	
General Information: _____ UPS tracking #: _____	
From: _____	Date: _____
Phone: _____	Email: _____
Study: <input checked="" type="checkbox"/> ACAD U19 <input type="checkbox"/> ADRC ADRC PT ID: _____ <input type="checkbox"/> Co-Enrolled in a study other than ADRC (if applicable)	
GUID: _____	
Sex: M F	Year of Birth: _____
Visit (circle number): 1 2 3 4 5	Kit #: _____
Visit (circle letter): a b c d e	KIT LABEL/BARCODE
Blood Collection:	
1. Date Drawn: _____ [MMDDYY]	2. Time of Draw: _____ [HHMM]
3. Last date subject ate: _____ [MMDDYY]	4. Last time subject ate: _____ [HHMM]

Enter the time the aliquots were placed in the freezer in HHMM format.

Enter the temperature of the freezer the samples are stored in (i.e., -80°C).

Enter the last 4-digits of the buffy coat aliquots (the barcode is etched on the cryovial).



Enter the volume for Buffy Coat #1 and #2, corresponding with the barcodes in the field above.

Buffy Coat #1 was created from EDTA #1 and Buffy Coat #2 was created from EDTA #1.

Blood Processing:	
Serum (Gold-Top) Tube (5 mL)	
Time spin started: _____	[HHMM]
Duration of centrifuge: _____	Minutes
Temp of Centrifuge: _____ °C	
Rate of centrifuge: _____ x g	
Time aliquoted: _____	[HHMM]
Number of 1.5 mL serum aliquots created (red-cap): _____	
If applicable, volume of residual serum aliquot (less than 1.5 mL in blue cap): _____	mL
If applicable, specimen number of residual serum aliquot (last four digits): _____	
Original blood volume drawn (1 x 5 mL SST collection tube): _____	mL
Time aliquots placed in freezer: _____	[HHMM]
Storage temperature in freezer: _____	°C
Plasma & Buffy Coat (Purple-top) Tube (10 mL)	
Time spin started: _____	[HHMM]
Duration of centrifuge: _____	Minutes
Temp of Centrifuge: _____ °C	
Rate of centrifuge: _____ x g	
Time aliquoted: _____	[HHMM]
Number of 1.5 mL plasma aliquots created (purple-cap): _____	
If applicable, volume of residual plasma aliquot (less than 1.5 mL in blue cap): _____	mL
If applicable, specimen number of residual plasma aliquot (last four digits): _____	
Original blood volume drawn (2 x 10 mL EDTA collection tube): _____	EDTA #1: _____ mL EDTA #2: _____ mL
Time aliquots placed in freezer: _____	[HHMM]
Storage temperature in freezer: _____	°C
Buffy coat aliquot specimen numbers (last four digits): _____	Buffy Coat #1: _____ Buffy Coat #2: _____
Buffy coat volumes (~1.0 mL in gray-cap): _____	Buffy Coat #1: _____ mL Buffy Coat #2: _____ mL
Notes: _____	
E.g., hemolysis, blood is coagulated, thick or cloudy plasma, issues with buffy coat collection - please specify, etc.	

Enter the original blood volume drawn in each EDTA (Purple-Top) Collection Tube (10mL) in mL.



Enter any non-conformance details here that NCRAD should make note of.

Appendix D: Saliva Sample and Shipment Notification Form

Note:

Please ensure forms are filled out in their entirety. Complete during the participant study visit as samples are processed to guarantee accuracy.

Send by E-mail prior to shipment, and include a copy in each shipment



Asian Cohort for Alzheimer's Disease

Appendix D
Site ID: Participant ID:
Saliva Sample and Shipment Notification Form
Please email this form prior to the date of shipment.

To: Zoë McManus Email: alzstudy@iu.edu and zdpotter@iu.edu Phone: 1-800-526-2839

General Information:

UPS tracking #:

From: Date:

Phone: Email:

Study: ACAD U19 GUID: Specimen Label:

KIT LABEL/BARCODE

Visit(circle one): ☐ V01 ☐ V02

Sex: ☐ M ☐ F Year of Birth:

Saliva Collection:

1. Date collected:	<input type="text"/>	[MMDDYY]
2. Time of collection:	<input type="text"/>	[HHMM]
3. Last date subject ate:	<input type="text"/>	[MMDDYY]
4. Last time subject ate:	<input type="text"/>	[HHMM]


Internal NCRAD Use-Do Not Complete:

Saliva Volume: mL

Notes:

E.g., incomplete sample, subject ate, drank, smoked, and/or chewed gum 30 minutes or less before giving saliva sample

Version (3.2024)



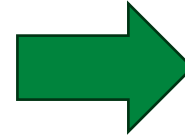
Common Nonconformance Issues



National Centralized Repository for
Alzheimer's Disease and Related Dementias

Nonconformance Issues

Sample aliquots and collection tubes frozen at an angle/inverted



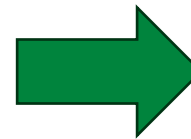
Recommendation:

Place aliquots in cryoboxes/tube rack in freezer *upright* until shipment.

Fields left blank on Blood Sample and Shipment Notification Form

Last time participant ate often left blank/unknown

Incorrect data reported on Sample and Shipment Notification Forms



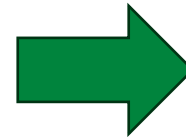
Recommendation: Complete Sample Notification forms during the participant study visit as samples are processed.

Nonconformance Issues (cont.)

All frozen samples for a participant not sent within one shipment box (plasma and buffy coat aliquots should be kept together)

Aliquots arriving to NCRAD without labels

Sample forms not scanned to NCRAD the day before shipment

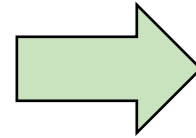


Recommendation:

Ship Samples to NCRAD utilizing the Notification Form, by PTID. Do not throw away labels until samples are packed and shipped.

Nonconformance Issues

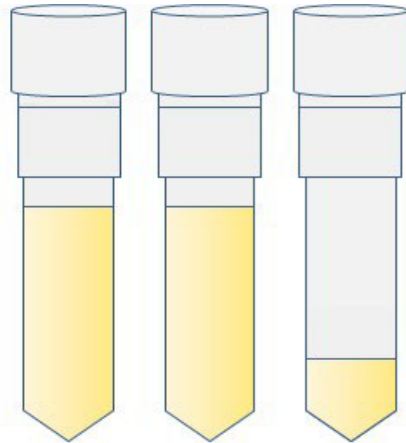
Multiple low volume aliquots



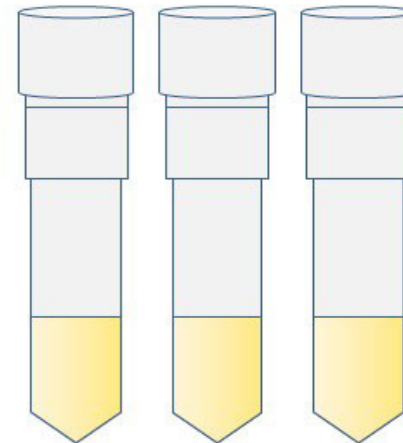
Recommendation:

Lay out cryovials in a row and aliquot in order until sample is depleted

1.5 mL



YES



NO

NCRAD Website



National Centralized Repository for
Alzheimer's Disease and Related Dementias

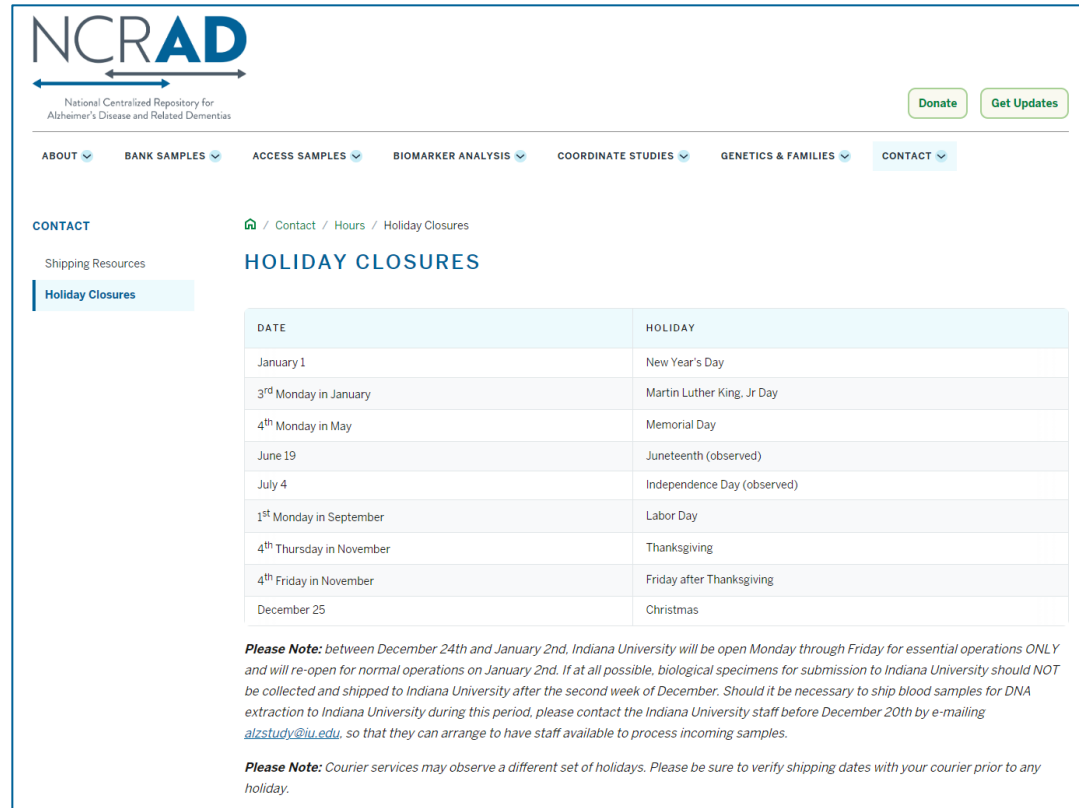
NCRAD - The ACAD Active Study Page

NCRAD

NCRAD Website: Helpful Pages

NCRAD - The ACAD Active Study Page

NCRAD - Holiday Closures



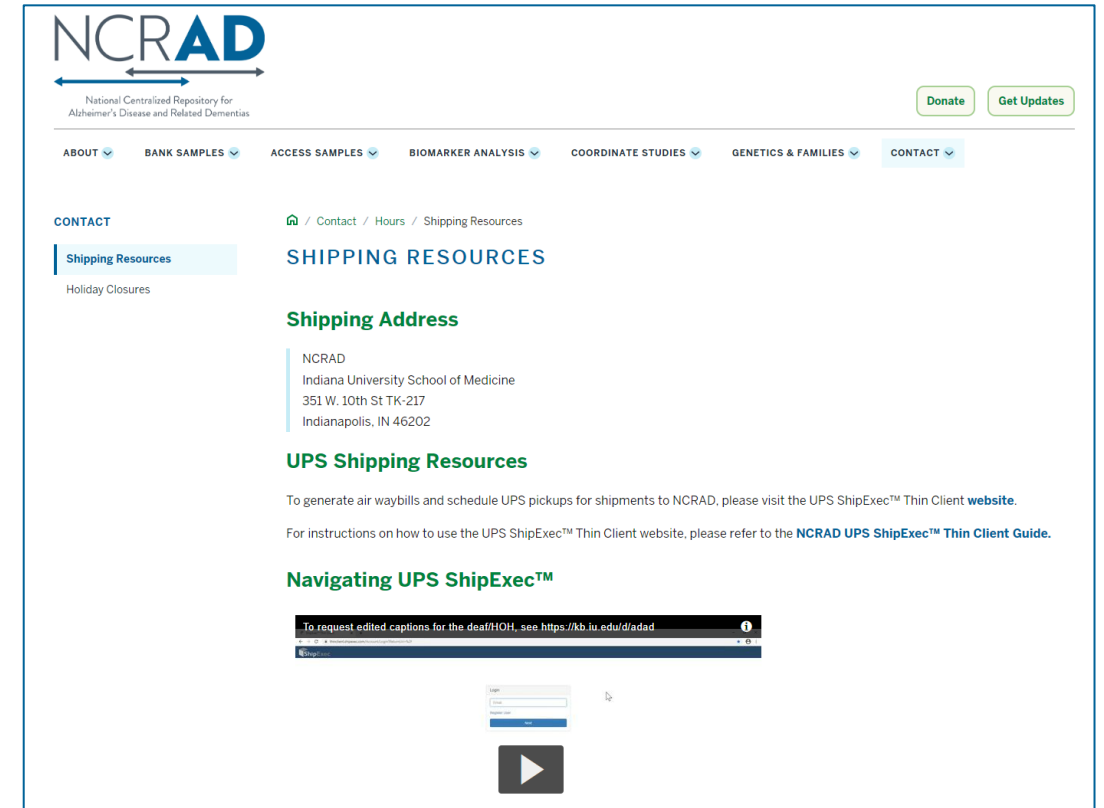
The screenshot shows the NCRAD website with the 'CONTACT' dropdown menu open, highlighting 'Holiday Closures'. The page title is 'HOLIDAY CLOSURES'. A table lists the dates and corresponding holidays for closures. Below the table, a 'Please Note' section provides important information about operations during the holiday period.

DATE	HOLIDAY
January 1	New Year's Day
3 rd Monday in January	Martin Luther King, Jr Day
4 th Monday in May	Memorial Day
June 19	Juneteenth (observed)
July 4	Independence Day (observed)
1 st Monday in September	Labor Day
4 th Thursday in November	Thanksgiving
4 th Friday in November	Friday after Thanksgiving
December 25	Christmas

Please Note: between December 24th and January 2nd, Indiana University will be open Monday through Friday for essential operations ONLY and will re-open for normal operations on January 2nd. If at all possible, biological specimens for submission to Indiana University should NOT be collected and shipped to Indiana University after the second week of December. Should it be necessary to ship blood samples for DNA extraction to Indiana University during this period, please contact the Indiana University staff before December 20th by e-mailing alzstudy@iu.edu, so that they can arrange to have staff available to process incoming samples.

Please Note: Courier services may observe a different set of holidays. Please be sure to verify shipping dates with your courier prior to any holiday.

NCRAD - Shipping Address



The screenshot shows the NCRAD website with the 'CONTACT' dropdown menu open, highlighting 'Shipping Resources'. The page title is 'SHIPPING RESOURCES'. Under the 'Shipping Address' section, the NCRAD address is listed. The 'UPS Shipping Resources' section provides links to generate air waybills and schedule pickups. The 'Navigating UPS ShipExec™' section includes a video player with a play button.

Shipping Address

NCRAD
Indiana University School of Medicine
351 W. 10th St TK-217
Indianapolis, IN 46202

UPS Shipping Resources

To generate air waybills and schedule UPS pickups for shipments to NCRAD, please visit the UPS ShipExec™ Thin Client [website](#).

For instructions on how to use the UPS ShipExec™ Thin Client website, please refer to the [NCRAD UPS ShipExec™ Thin Client Guide](#).

Navigating UPS ShipExec™

To request edited captions for the deaf/HOH, see <https://kb.iu.edu/d/adad>

Video player controls: Play button, progress bar, volume, and other standard video controls.