



# ALLFTD



ARTFL LEFFTDS Longitudinal  
Frontotemporal Lobar Degeneration

ALLFTD2 New Coordinator Training

# NCRAD



National Centralized Repository for  
Alzheimer's Disease and Related Dementias

# Training Overview

- Study Specimens
- Kit Requests
- Specimen Labels
- Sample Collection and Processing
- Sample and Processing Forms
- Sample Shipping
- Shipment Survey
- NCRAD Website
- FAQ
- Contact Information

# ALLFTD2 Study Specimens per Visit

	Visit Kits			
	Baseline/ 12-Month Blood	6, 24, 36, 48- Month Blood	Remote Blood	Ambient PBMC
DNA (Buffy Coat)	X	X		
Plasma	X	X	X	
PBMC*				X*
Serum	X			
Whole blood (for Long-Read Sequencing)	X			
CSF**	X**	X**		

\*Collected once per participant. If possible, should be done at baseline visit.

\*\*Optional for all participants.

# Kit Orders

[Kits Available for Order](#)

[Link to Kit Requests](#)

[Completing the Kit Request Module](#)

# Kit Types Available for Order

[ALLFTD2 Kit Request Survey: https://redcap.link/ALLFTD2](https://redcap.link/ALLFTD2)

- **ALLFTD2 Ambient PBMC Kit**
- **ALLFTD2 Baseline/12-Month Blood Kit**
- **ALLFTD2 6, 24, 36, 48-Month Blood Kit**
- **ALLFTD2 Standard Remote Blood Kit**
- **ALLFTD2 CSF Kit**
- **ALLFTD2 Frozen Shipping Kit**
- **ALLFTD2 Supplemental Kit**

# When to Order Kits

- Each site is responsible for ordering kits (labels are included) and maintaining a *1 month* supply on site for scheduled participants
- Please allow a minimum of **3 weeks** for your order to be processed and delivered.
  - Our kits are build to order and will be processed in the order received.
  - Please email [jazdicki@iu.edu](mailto:jazdicki@iu.edu) regarding expedited orders.

# ALLFTD2 Kit Request Module



## ALLFTD2 Kit Request System

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.

**ALLFTD2 Site**  \* must provide value

Please enter your email address here to receive a confirmation email after completing the survey:  \* must provide value

If needed, please enter a secondary email address here to also receive a confirmation email:

8 - USA: Indiana University  
ATTN: Sarah Hutchens  
\*Will be picking up kits at TK  
\*Please email Ralitsa to notify when kits are completed  
Email: rkostad@iu.edu

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](#)

- Choose your site from the drop-down list.

- The coordinator name and contact information will appear.
  - Verify that this information is accurate or correct it if necessary.




# ALLFTD2 Kit Request Module (continued)

ALLFTD2 Remote Blood Kit Qty	<input type="text"/>
ALLFTD2 Ambient PBMC Kit Qty	<input type="text"/>
ALLFTD2 CSF Kit Qty	<input type="text"/>
ALLFTD2 Frozen Shipping Supply Kit (Batch Shipment) Qty <small>Can ship up to 8 blood/CSF kits</small>	<input type="text" value="2"/>

**ALLFTD2 Frozen Shipping Supply Kit (10123):**  
Can ship up to 8 participant cryoboxes

8: Small Biohazard Bags with absorbent sheets *SH015*  
1: Med frozen shipper/large brain box (large 16"x16"x 15.5") *SH003*  
1: Warning label packet (Fragile, UN3373 labels) w/ UPS dry ice label *SH048, LB008, LB016*  
1: Resealable bag *ST002*  
1: Kit bag label *LB006*



The image displays the contents of the ALLFTD2 Frozen Shipping Supply Kit. It includes a large white cardboard box labeled 'ALLFTD2 Study Frozen Shipping Supply Kit', a smaller white box, a 'FRAGILE' label, a 'UN3373' biohazard label, a 'Dry Ice' label, and eight small biohazard bags (indicated by 'x8').

- Indicate the quantity needed of each kit
- Once selected, the kit components and pictures of the chosen kit will appear below for review

You can order more than one type of kit in a single kit request!

**Important Note:** Due to ongoing supply expiration issues, please limit your order to the kits/supplies you can use in the next **2 months**

# ALLFTD2 Kit Request Module (continued)

Each site may order 1 supplemental kit per year.

ALLFTD2 Supplemental Supply Kit Qty  
Limit one per site

Do you need Extra Supplies?  
\* must provide value

Yes  
 No

reset

Our standard shipping time for all orders is 3 weeks.

We can ship this kit request by: **04-20-2026**

If you need any supplies in this order prior to **04-20-2026**, you must contact the NCRAD coordinator for this study: [jazdicki@iu.edu](mailto:jazdicki@iu.edu)

Comments

Expand

If you click Yes to “Do you need Extra Supplies” a list of supplies will populate.

- If you need a supply that is not listed, make a comment below or email NCRAD coordinator.

Important Note: The form will calculate your ship date **3 weeks** from date of order. That is the date your order will be **shipped** by (*not delivered*).

- If you need something sooner than this date, you must email NCRAD coordinator and specify what you need and the date needed.

Once the request is completed, click submit and you will receive an automated confirmation email of your request.

# Specimen Labels

Types of labels provided  
Labeling tubes for NCRAD lab

# Three Label Types

1. Kit Number Labels
2. Site and RAVE ID Labels
3. Collection and Aliquot Tube Labels
  - *Differ by specimen type*

# Kit Number Labels

Used to track participant samples and provide quality assurance, unique to the subject *and* visit



- Need to be placed on the following locations:
  - Outside the biohazard bag that houses the PBMC during ambient shipment
  - Outside the cryobox *and* biohazard bag that houses aliquots during storage and shipment
  - Biological Sample and Shipment Notification Form (as needed)
- **IF COLLECTED:** CSF Sample and Shipment Notification Form
  - CSF samples will have a different kit number label than the blood collection specimens

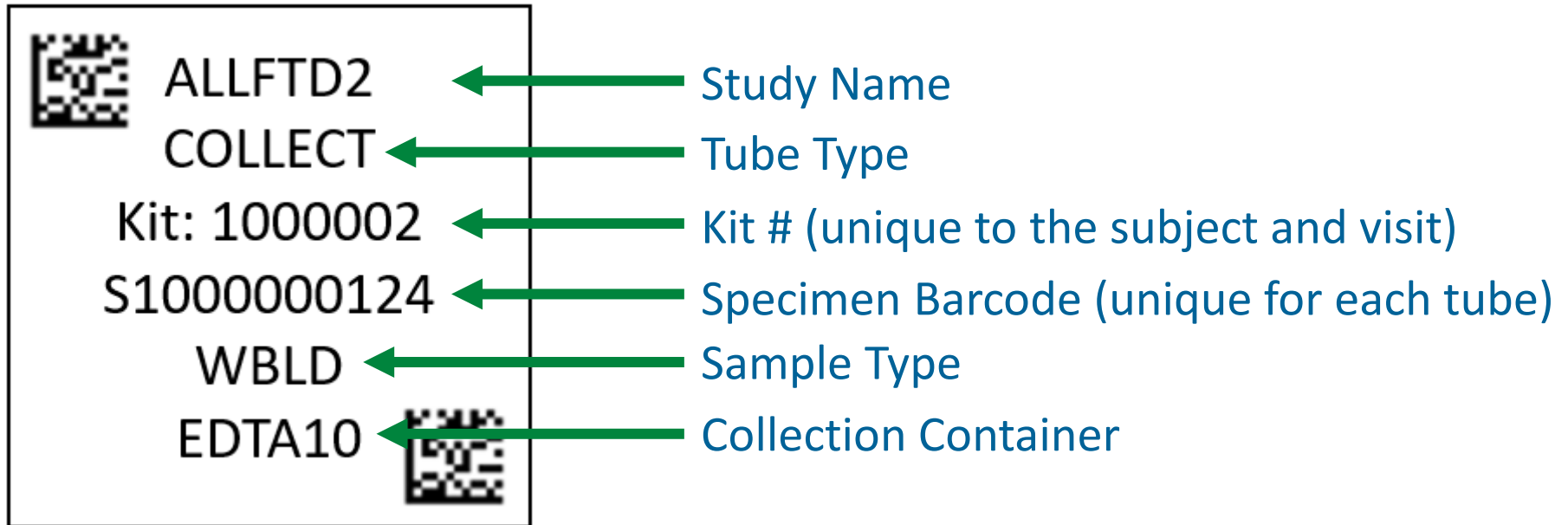
# Site and RAVE ID Label

Site ID: _____
RAVE #: _____

Used to identify a participant by their site ID and unique RAVE # and are used to help organize *collection* tube labels during collection and processing.

- The RAVE # may only be available shortly before the visit
- Sites will be responsible for handwriting this onto the provided labels
  - Please use a fine point marker
  - Write information on label prior to adhering to tube
  - Place on all *collection* tubes

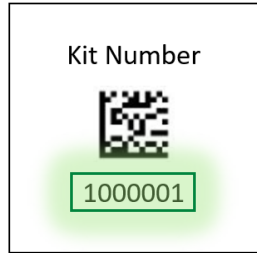
# Collection and Aliquot Tube Labels



These labels are to be placed on ALL collection and aliquot tubes

# Collection and Aliquot Tube Label Example

## Baseline Blood Example



x4

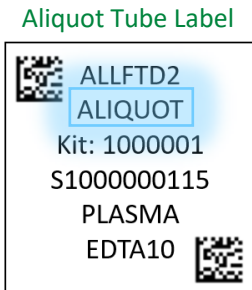
Site ID: \_\_\_\_\_

RAVE #: \_\_\_\_\_

x6



x4

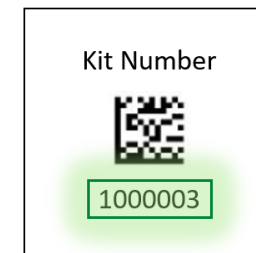


x14



x4

## CSF Example



x4



x17

## Collection Tube Label



x1

## Aliquot Tube Label



x4

## Collection Tube Label



x1

## Aliquot Tube Label



x4

## PBMC Example

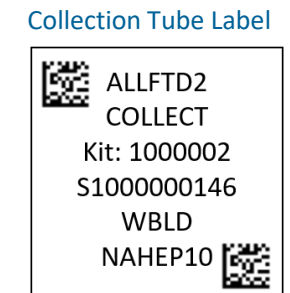


x2

Site ID: \_\_\_\_\_

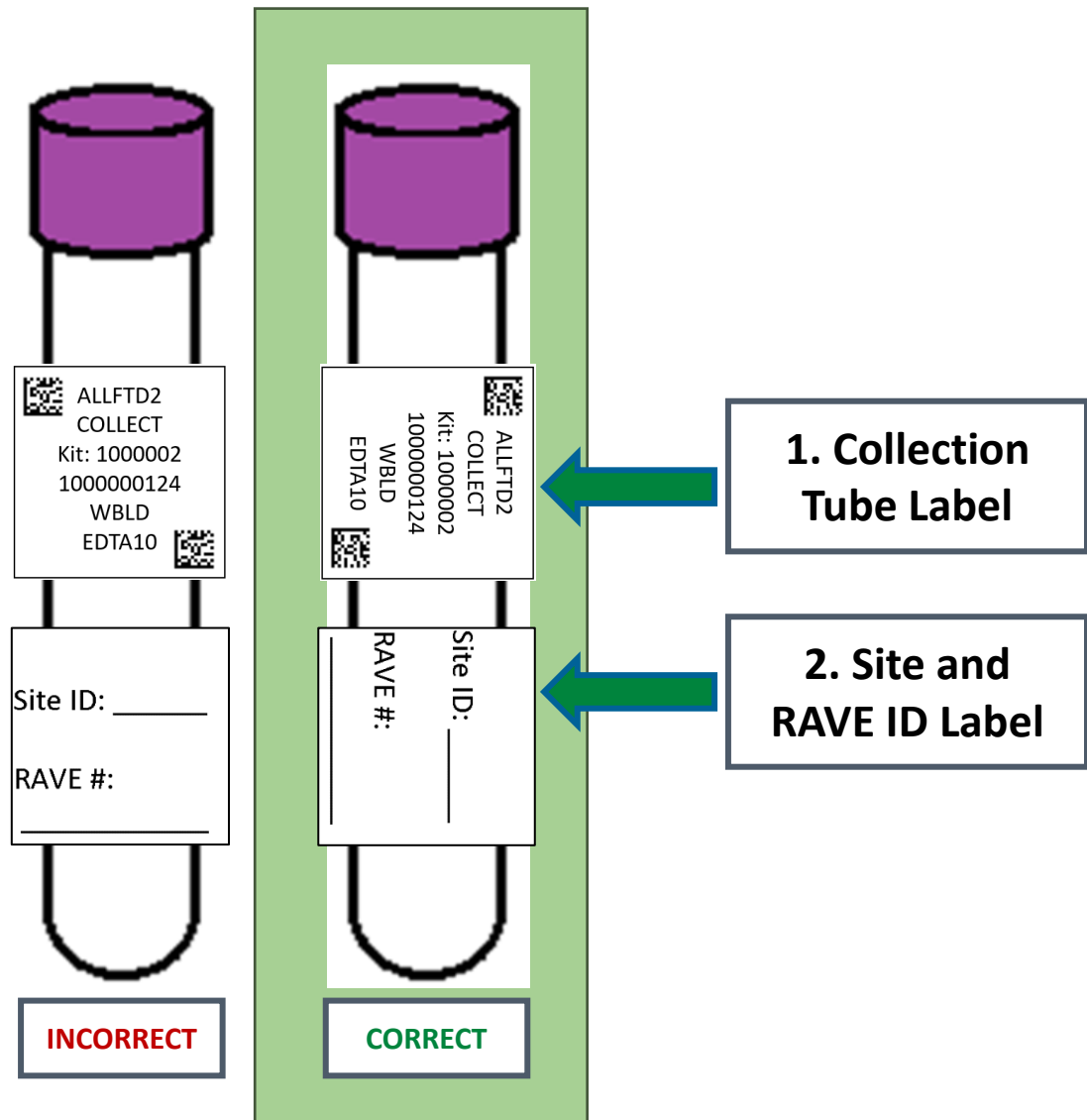
RAVE #: \_\_\_\_\_

x2



x2

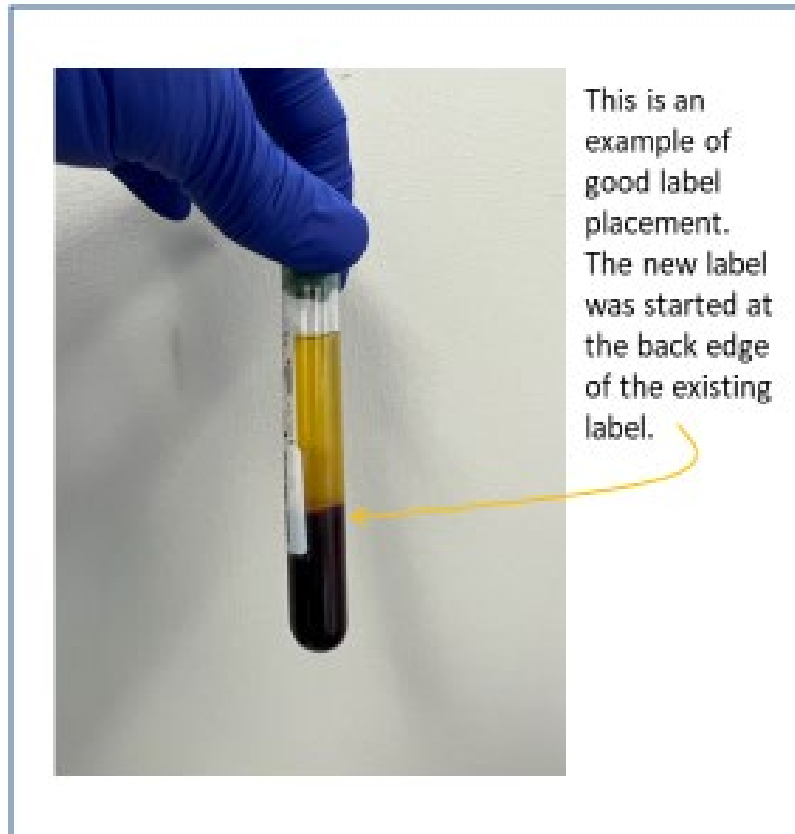
# Label Placement for Blood Collection Tubes



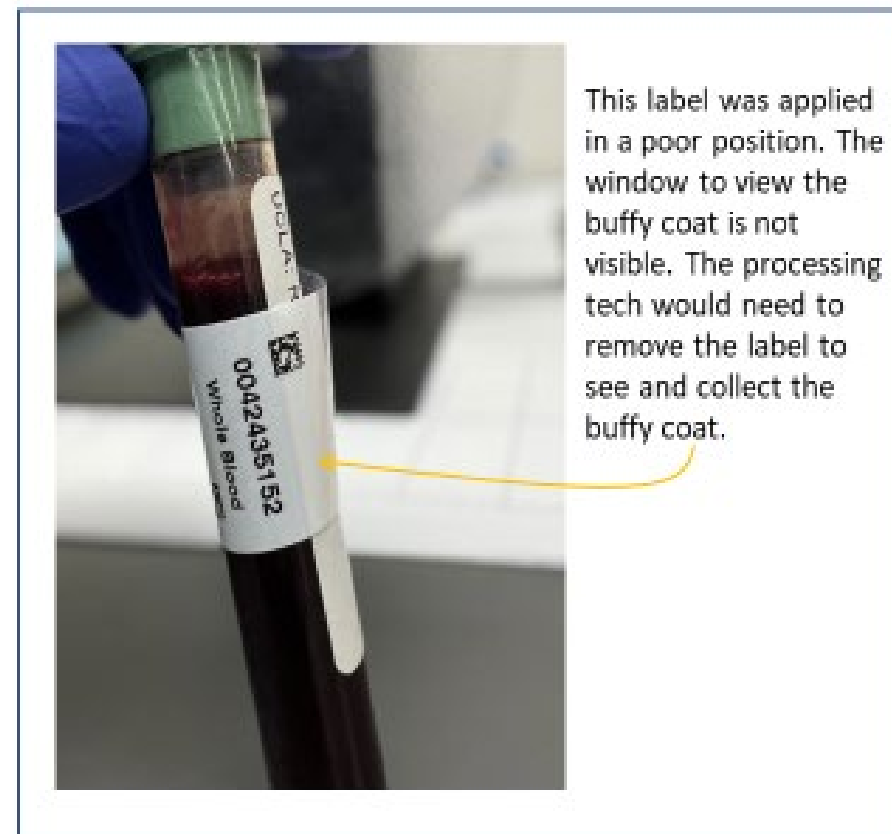
- Label all collection tubes *before* collecting, processing, and freezing.
- Label only 1 participant's tubes at a time to avoid mix-ups
- Wrap the label around the tube *horizontally*. Label position is important for all tube types
- Make sure the label is completely adhered with no edges coming undone

# Labeling Ambient NaHep Tubes

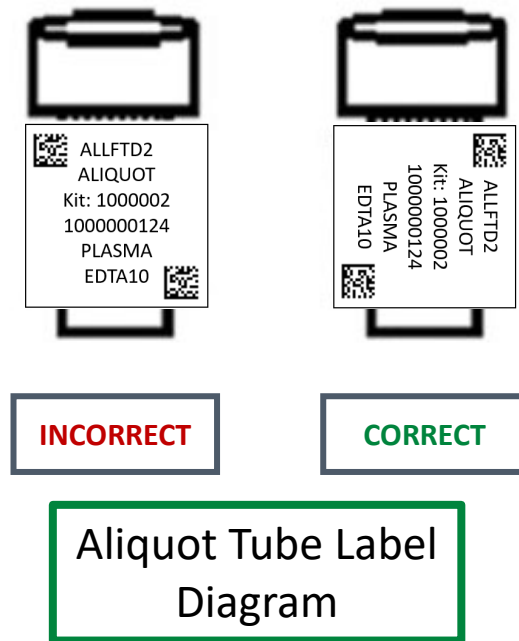
Good label placement



Poor label placement



# Labeling Aliquot Samples



- Label all aliquot tubes before chilling, processing, and freezing samples
- Label only 1 participant's tubes at a time to avoid mix-ups
- Please place the barcode near the cap
- Wrap the label around the tube horizontally. Label position is important for all tube types
- Make sure the label is completely adhered with no edges coming undone

# Handling/Processing Study Specimens: Blood

Select participants only

Collection and Aliquoting per Collection Container

# ALLFTD2 Blood Draw Order

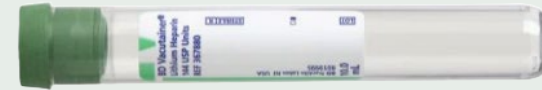
1. EDTA (Lavender-top) Tube (10 mL)



2. EDTA (Lavender-top) Tube (3 mL)









3. Sodium Heparin (Green-Top) Tube (10 mL)



3. Serum Determination (Red-Top) Tube (10 mL)



# Cryovial Cap Colors

Cap Color	Sample Type	Cryovial
Lavender	Plasma (From EDTA 10mL)	
Green	Whole Blood (From EDTA 3mL)	
Clear	Buffy Coat	
Red	Serum	
Orange	CSF	
Blue	Residual Aliquot (Plasma, Serum, or CSF)	

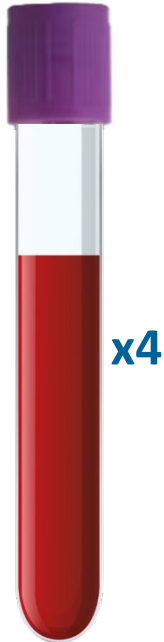
# EDTA (Purple-Top) Blood Collection Tube (10 mL) for Plasma and Buffy Coat

## Step 1



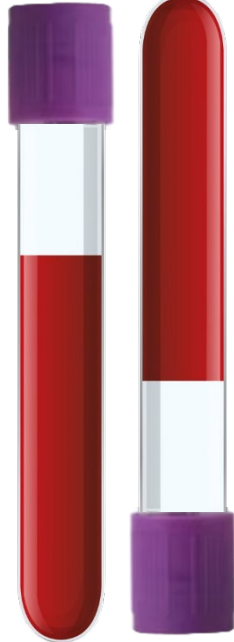
- Store tubes at room temperature.
- Label Collection and Aliquot tubes with pre-printed labels prior to blood draw.

## Step 2



- Collect blood in (4) 10 mL Purple-Top tubes, 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



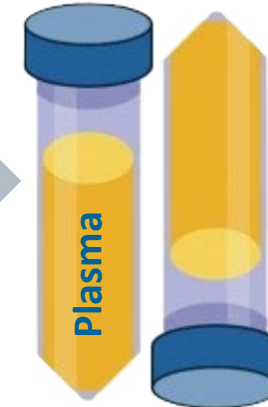
- Place mixed EDTA tubes on wet ice until centrifugation begins.

## Step 5



- Within 30 minutes of blood collection, centrifuge samples at 1500 x g at 4°C for 15 minutes.
- Samples need to be processed and frozen within 2 hours from collection time.

## Step 6



- Using a clean pipette, transfer plasma from all 4x 10 mL EDTA tubes into the 50 mL conical tube.
- Mix the plasma by gently inverting the conical tube 3 times.

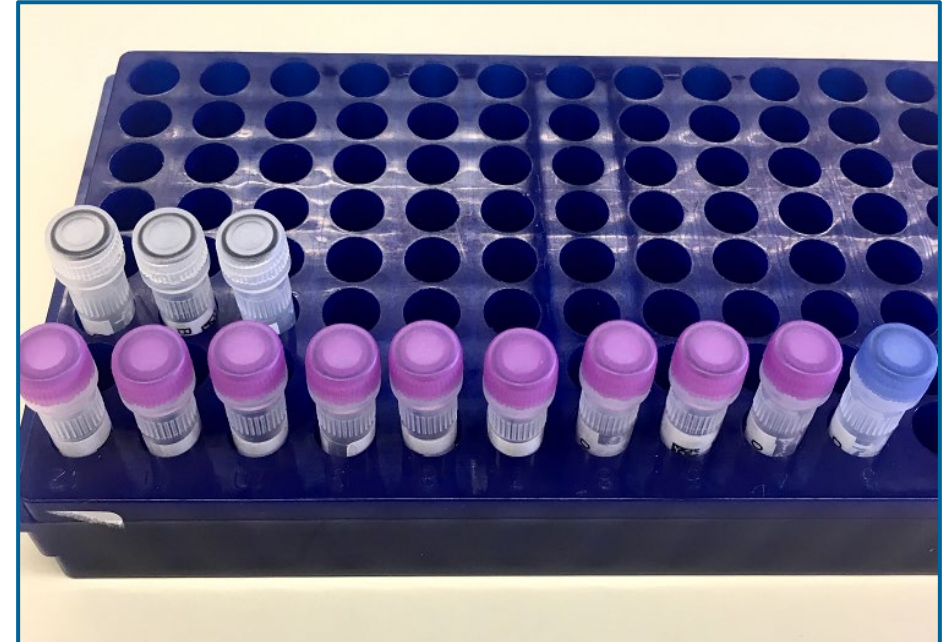
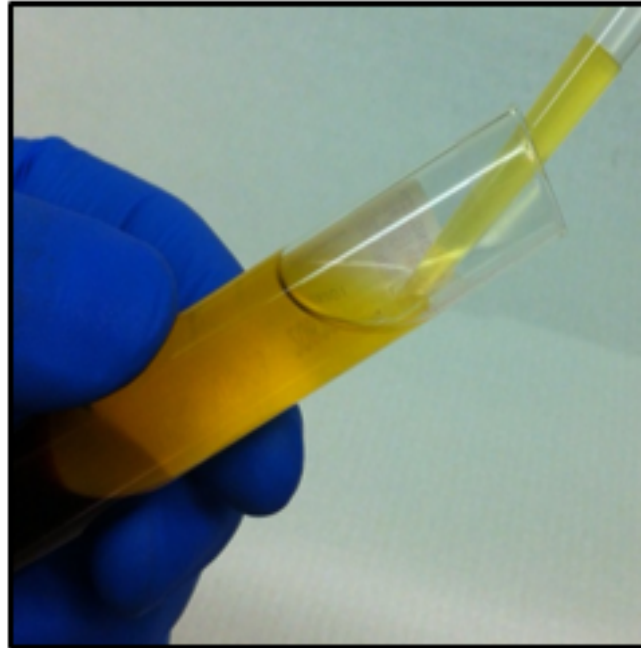
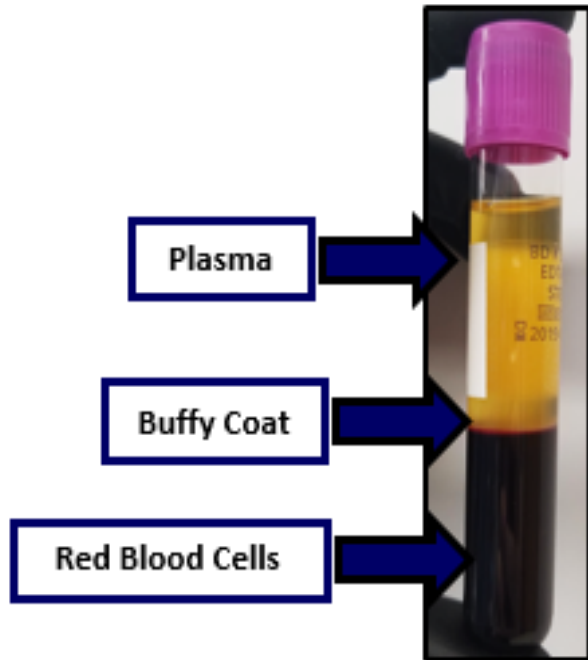
## Step 7



- Aliquot 1.5 mL plasma into each purple-capped cryovial.
- If a residual aliquot is created, document specimen number and volume.
- Using a clean pipette, transfer each buffy coat layer from each EDTA into its own clear-capped cryovial.
- Store aliquots upright at -80°C until shipment to NCRAD.

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

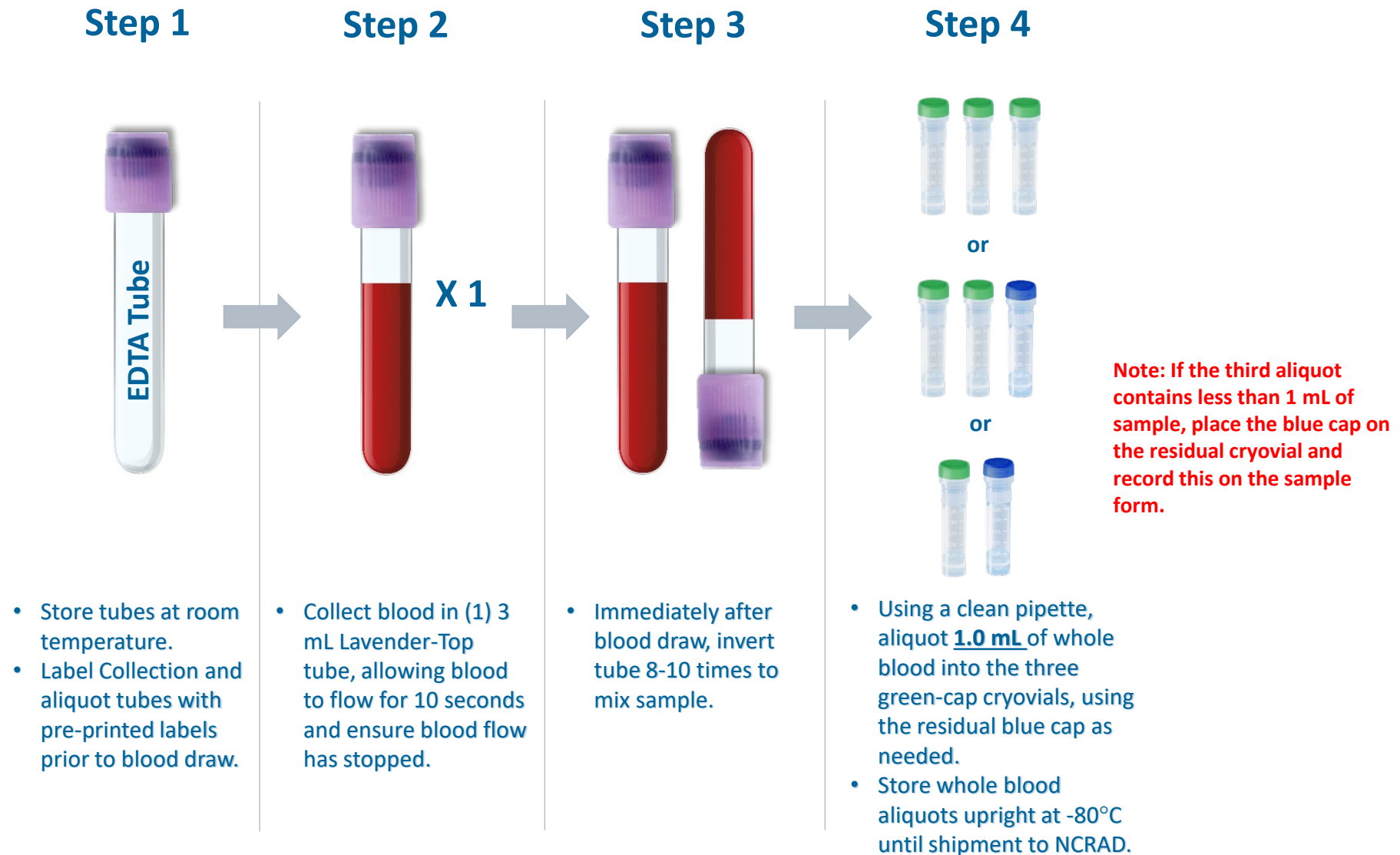
# Plasma and Buffy Coat Collection



**4 EDTA tubes will yield approximately 14 plasma aliquots (with 1 residual in blue cap) and 4 buffy coats (clear cap)**

NCRAD tutorial: <https://ncrad.org/coordinate-studies/allftd2>

# EDTA (Lavender-Top) Blood Collection Tube (3 mL) for Long-Read Sequencing



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

# Sodium Heparin (Green-Top) Blood Collection Tube (10 mL) for PBMC

Step 1



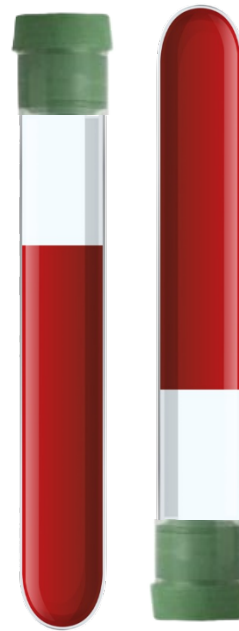
- Store tubes at room temperature.
- Label tubes with pre-printed Kit Number and RAVE ID labels prior to blood draw.

Step 2



- Collect blood in (1) 10 mL Sodium Heparin 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 sample.

Step 4



- Store tube at room temperature until shipment.
- Ship ambient to the NCRAD Lab on same day as blood draw.

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

# PBMC Collection



- 2 x Sodium heparin (green top) BD Vacutainer® (10 ml)
  - Only collected once per participant
  - Not processed at site
  - \*NOTE\*: Must be shipped **AMBIENT** to NCRAD the day sample is drawn.

# Serum Determination (Red-Top) Blood Collection Tube (10 mL) for Serum

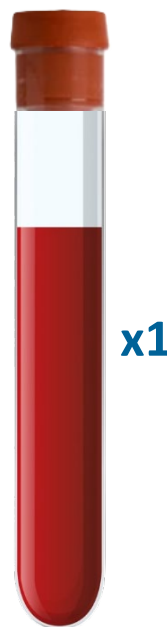
## Step 1



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



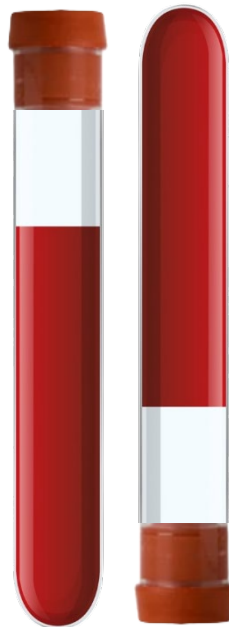
## Step 2



- Collect blood in (1) 10 mL Serum-Top tubes, 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



- Allow blood to clot for 30 minutes.
- Within 45 minutes of blood draw, centrifuge samples at 1500 x g for 15 minutes at 4 °C.



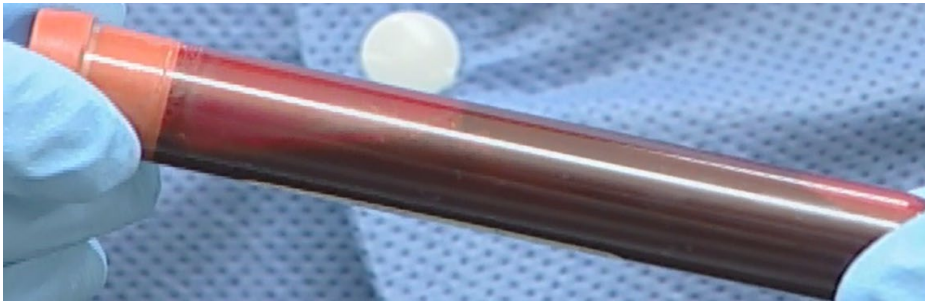
## Step 5



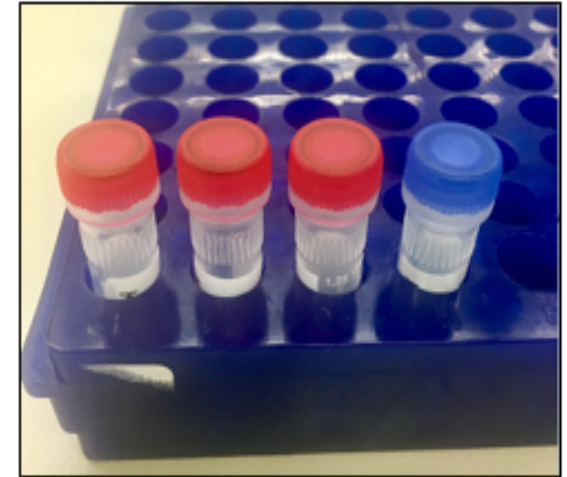
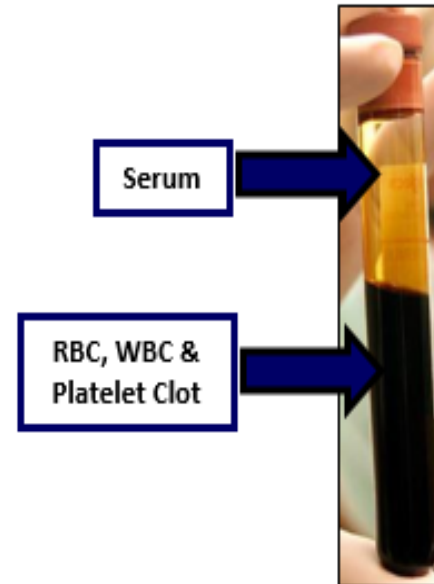
- Using a clean pipette, aliquot 1.5 mL into each cryovial. If a residual aliquot is created, document specimen number and volume.
- Store aliquots upright at -80°C until shipment to NCRAD.
- **Samples need to be processed and frozen within 2 hours from collection time.**

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

# Serum Collection



\*Please note: After standing at room temperature for 30 minutes, blood will be clotted and immobile\*\*



Serum Aliquots (up to 4 possible with residual)

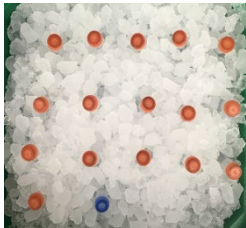
# Handling/Processing Study Specimens: CSF

Select participants only

Collection and Aliquoting per Collection Container

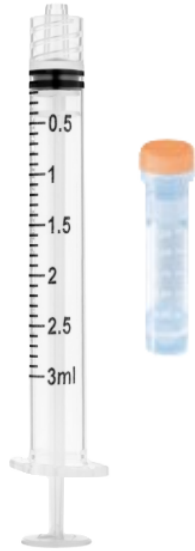
# CSF Preparation (20 – 25 mL in Syringes)

## Step 1



- Label tubes with pre-printed labels prior to collection.
- Pre-chill all cryovials on wet ice prior to collection.

## Step 2



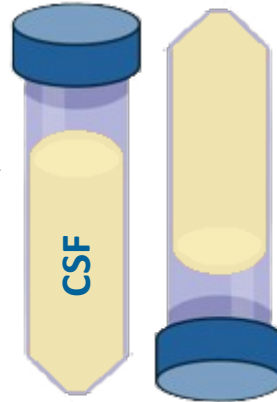
- Collect CSF into the 3 mL luer lock syringe and dispense 1-2 mL in an orange capped cryovial.
- Send to local lab for testing.

## Step 3



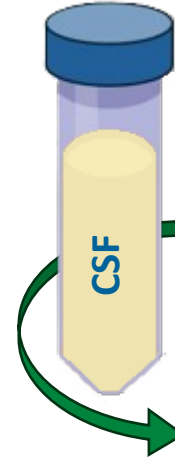
- Collect CSF into the 6 mL luer lock syringe, collecting a total of 20-25 mL of CSF.

## Step 4



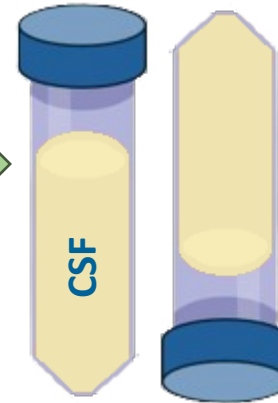
- Immediately after collection, transfer to sterile 50 mL conical tube provided.
- Invert 50 mL conical 3-4 times to mix the sample.

## Step 5



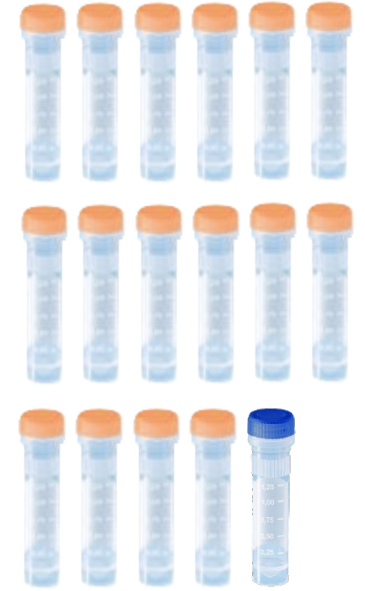
- Within 15 minutes of collection, centrifuge sample at 2000 x g for 10 minutes at room temperature.

## Step 6



- Using a clean pipette, transfer all CSF into a second sterile 50 mL conical, leaving the pellet in the bottom.
- Mix gently by inverting 3-4 times.

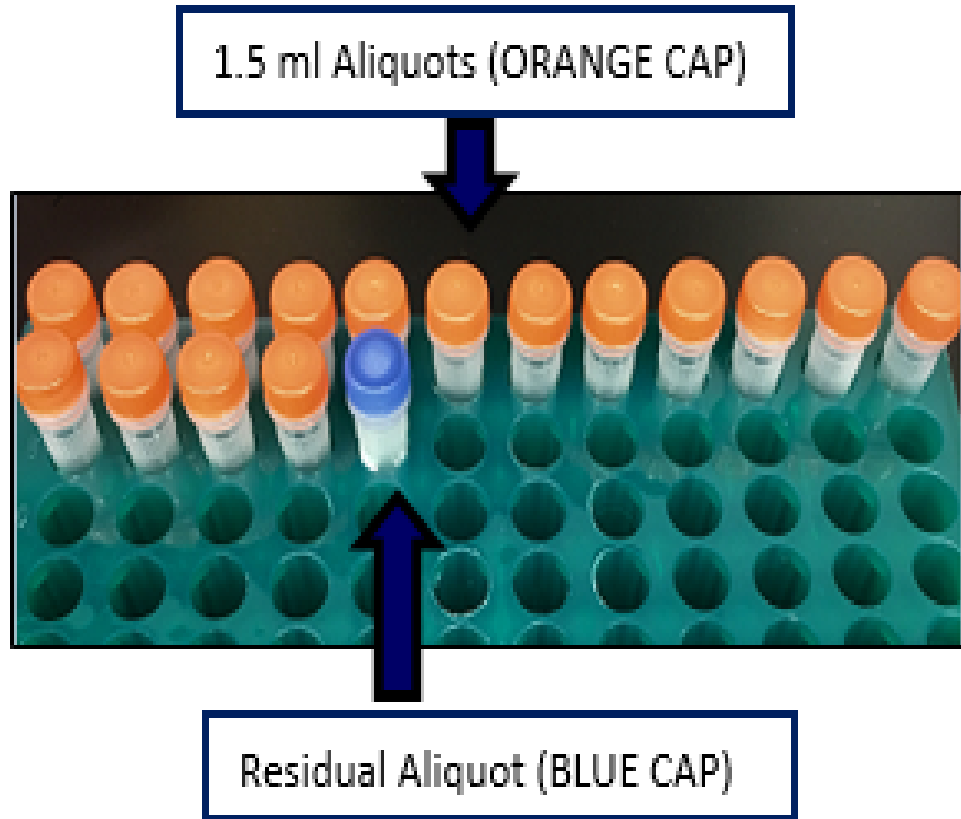
## Step 7



- Using a clean pipette, aliquot 1.5 mL into 16 orange cap cryovials. If a residual aliquot is created, document specimen number and volume.
- Store aliquots upright at -80°C until shipment to NCRAD.
- **Samples need to be processed and frozen within 2 hours from collection time.**

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

# CSF Aliquots



- Able to collect up to 17 aliquots (16 orange cap and 1 blue cap cryovial)
  - LOCAL LAB TESTING: 1 orange-cap cryovial may be kept and used for local testing.
- Freeze aliquots vertically in a cryovial rack or 25-cell cryobox

# Sample and Processing Forms

Blood and CSF Sample Forms

Redraw Sample Forms

Advanced Notifications

# Digital Sample and Shipment Forms

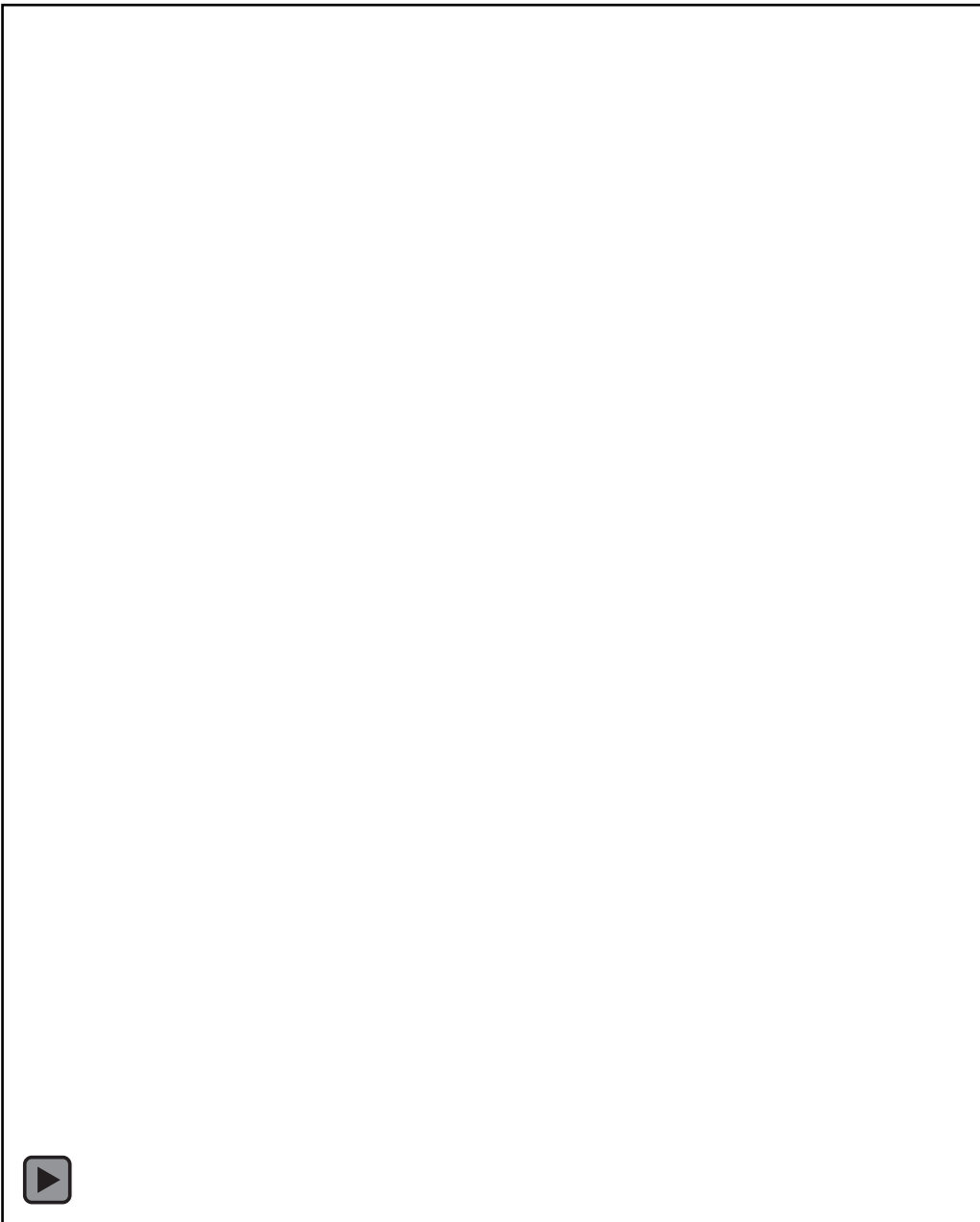
## Benefits:

- Automatic digital copies provided upon submission (no more scanning forms for shipping notifications)
- Ability to copy data directly from the digital forms into the EDC, reducing data entry errors
- Built-in quality checks for formatting, missing fields, and inconsistent dates/times, resulting in fewer follow-up emails from NCRAD
- Faster data entry turnaround, supporting inventory reporting
- Reduced data entry errors, as data can be exported to Excel and imported directly into the NCRAD database

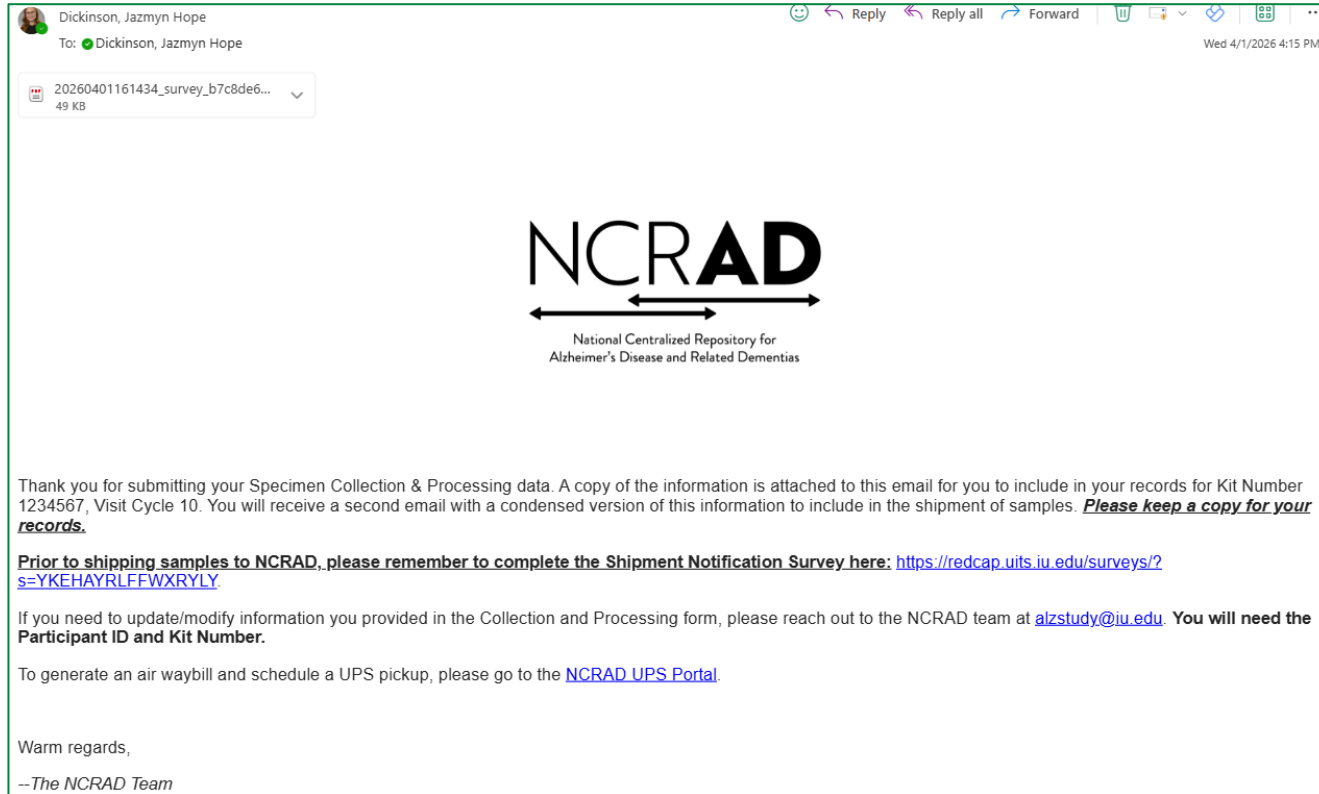
# ALLFTD2 Sample Form

1. Go to link:

[https://redcap.link/ALLFTD2\\_Sample\\_Form](https://redcap.link/ALLFTD2_Sample_Form)



# Survey Response Email



## ALLFTD2 Survey Response

ALLFTD2 Specimen Collection And Processing Form

Please complete the Specimen Collection and Processing Form, below.

NCRAD Email: [alzstudy@iu.edu](mailto:alzstudy@iu.edu) | NCRAD Phone: 1-800-526-2839

NCRAD ALLFTD2 Study Coordinator: [jazdicki@iu.edu](mailto:jazdicki@iu.edu) | Phone: 317-278-1103

### Site Information

- Study Site
- 3 - Case Western Reserve
  - 4 - Columbia University
  - 6 - Emory University
  - 7 - Harvard University
  - 8 - Indiana University
  - 9 - Johns Hopkins University
  - 10J - Mayo Clinic Jacksonville
  - 10R - Mayo Clinic Rochester
  - 11 - Mount Sinai
  - 13 - Northwestern University
  - 17 - University of California Los Angeles
  - 18 - University of California San Diego
  - 21 - University of Pennsylvania
  - 25 - University of Texas Southwestern
  - 26 - University of Washington
  - 27 - Washington University
  - 28 - University of Alabama
  - 35 - University of California San Francisco
  - 43 - University of Michigan
  - 47 - Vanderbilt University
  - 67 - University of Texas San Antonio
  - 200 - University of British Columbia
  - 201 - University of North Carolina
  - 202 - University of Toronto
  - 203 - Nantz National Alzheimer Center, Houston Health, Las Vegas
  - 204 - Cleveland Clinic Lou Ruvo Center for Brain Health, Las Vegas
  - 205 - University of Colorado, Anschutz Medical Campus
  - 206 - Neurodegenerative Disorders Clinic, NINDS/NIH
  - 213 - Brown University/Butler Hospital

Site Number: 8

Site ID: \_\_\_\_\_

Name of contact at site Jazmyn Dickinson

Email address of staff member completing this form [jazdicki@iu.edu](mailto:jazdicki@iu.edu)

Note: A copy of the completed sample form and the shipping manifests will be sent to this address.

Email of additional contact to receive sample form \_\_\_\_\_

Note: A copy of the completed sample form and the shipping manifests will be sent to this address.

# Survey Response Email

Page 4

## ALLFTD2 Sample and Processing Form

ALLFTD2 Specimen Collection And Processing Form

NCRAD Email: [alzstudy@iu.edu](mailto:alzstudy@iu.edu) | NCRAD Phone: 1-800-526-2839

NCRAD ALLFTD2 Study Coordinator: [jazdicki@iu.edu](mailto:jazdicki@iu.edu) | Phone: 317-278-1103

REDCap Record ID: 2  
Site: 8 - Indiana University  
Name of contact at site: Jazmyn Dickinson  
Email address: [jazdicki@iu.edu](mailto:jazdicki@iu.edu) | Phone number: 800-526-2839

Study: ALLFTD2  
Participant ID: RAVE1234  
Sex: Female | YOB: 1900  
Visit: Blood Baseline | Overall Visit: Cycle 10 | Kit Number: 1234567

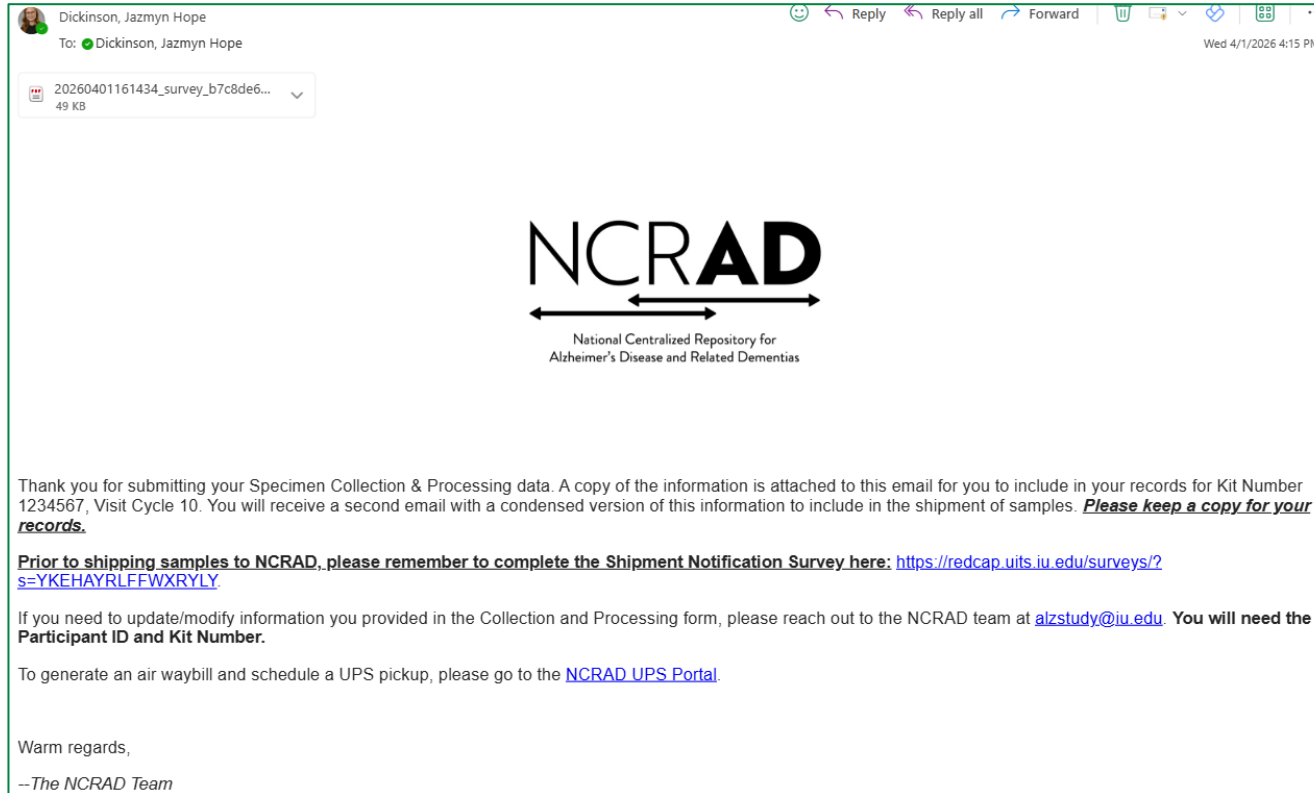
Sample Collection Date: 04-01-2026 16:11 | Date Participant Last Ate: 03-31-2026 16:11

Plasma & Buffy Coat (Purple-Top) Tubes (10 mL): up to 4 tubes  
# Tubes Collected: 4  
Original blood volume of EDTA #1: 10 mL  
Original blood volume of EDTA #2: 10 mL  
Original blood volume of EDTA #3: 10 mL  
Original blood volume of EDTA #4: 10 mL  
Number of 1.5 mL Plasma aliquots created: 7  
Residual Plasma? Yes  
Residual Plasma #: 1122 Residual Plasma Volume: 500 uL  
Bluffy coat #1 volume: 750 uL  
Bluffy coat #2 volume: 750 uL  
Bluffy coat #3 volume: 750 uL  
Bluffy coat #4 volume: 750 uL  
Visit Notes: example

Serum (Red-Top) Tube (10 mL): 1 tube  
Original blood volume of Serum Tube: 10 mL  
Number of 1.5 mL Serum aliquots created: 3  
Residual Serum? Yes  
Residual Serum #: 5544 Residual Serum Volume: 500 uL  
Visit Notes: example

Long-Read Sequencing (Purple-Top) Tube (3 mL): 1 tube  
Original blood volume of EDTA 3 mL Tube: 3 mL  
Number of 1.5 mL LRS aliquots (green-cap) created: 3  
Residual LRS? \_\_\_\_\_  
Residual LRS #: \_\_\_\_\_ Residual LRS Volume: \_\_\_\_\_ uL  
Visit Notes: example

NCRAD Coordinator: Jazmyn Dickinson



Dickinson, Jazmyn Hope  
To: Dickinson, Jazmyn Hope  
20260401161434\_survey\_b7c8de6...  
49 KB  
Wed 4/1/2026 4:15 PM

**NCRAD**  
National Centralized Repository for  
Alzheimer's Disease and Related Dementias

Thank you for submitting your Specimen Collection & Processing data. A copy of the information is attached to this email for you to include in your records for Kit Number 1234567, Visit Cycle 10. You will receive a second email with a condensed version of this information to include in the shipment of samples. **Please keep a copy for your records.**

**Prior to shipping samples to NCRAD, please remember to complete the Shipment Notification Survey here:** <https://redcap.uits.iu.edu/surveys/?s=YKEHAYRLEFFWXRYLY>

If you need to update/modify information you provided in the Collection and Processing form, please reach out to the NCRAD team at [alzstudy@iu.edu](mailto:alzstudy@iu.edu). **You will need the Participant ID and Kit Number.**

To generate an air waybill and schedule a UPS pickup, please go to the [NCRAD UPS Portal](#).

Warm regards,  
--The NCRAD Team

# Sample Shipment Packaging

Preparing samples for shipment to NCRAD: ambient and frozen

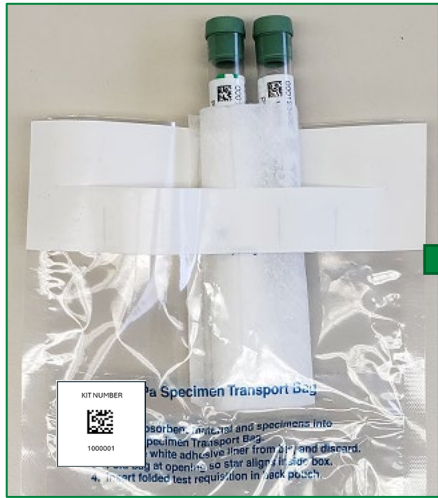
# Ambient Sample Shipment

## Sodium Heparin/PBMC

- Only Monday-Thursday collection and same day shipping.
  - Do NOT draw or ship ambient samples on Friday
  - Please plan ahead to schedule UPS
- Samples must be received at NCRAD *one day after collection*.
- Include copy of the Sample and Processing Form in shipment
- Complete [NCRAD Sample Shipment Notification Survey](#)

NCRAD tutorial: <https://ncrad.org/coordinate-studies/allftd2>

# Ambient Shipment Packaging



+

## ALLFTD2 Sample and Processing Form

ALLFTD2 Specimen Collection and Processing Form  
NCRAD Email: [alststudy@iu.edu](mailto:alststudy@iu.edu) | NCRAD Phone: 1-800-526-2839  
NCRAD ALLFTD2 Study Coordinator: [jadzicki@iu.edu](mailto:jadzicki@iu.edu) | Phone: 317-278-1103

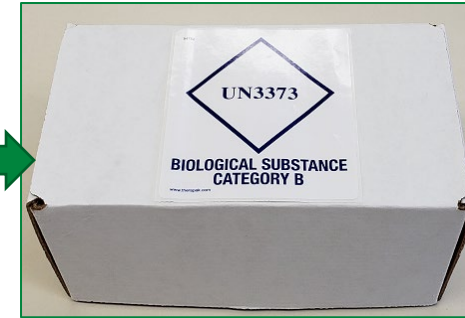
REDCap Record ID: 2  
Site: 8 - Indiana University  
Name of contact at site: Jaczyn Dickinson  
Email address: [jadzicki@iu.edu](mailto:jadzicki@iu.edu) | Phone number: 800-526-2839  
Study: ALLFTD2  
Participant ID: NAVE1234  
Sex: Female | YOB: 1900  
Visit: Blood Baseline | Overall Visit: Cycle 10 | Kit Number: 1234567  
Sample Collection Date: 04-01-2026 16:11 | Date Participant Last Ate: 03-31-2026 16:11

Plasma & Buffy Coat (Purple-Top) Tubes (10 mL): up to 4 tubes  
# Tubes Collected: 4  
Original blood volume of EDTA #1: 10 mL  
Original blood volume of EDTA #2: 10 mL  
Original blood volume of EDTA #3: 10 mL  
Original blood volume of EDTA #4: 10 mL  
Number of 1.5 mL Plasma aliquots created: 7  
Residual Plasma? Yes  
Residual Plasma #: 1122 Residual Plasma Volume: 500 uL  
Buffy coat #1 volume: 750 uL  
Buffy coat #2 volume: 750 uL  
Buffy coat #3 volume: 750 uL  
Buffy coat #4 volume: 750 uL  
Visit Notes: example

Serum (Red-Top) Tube (10 mL): 1 tube  
Original blood volume of Serum Tube: 10 mL  
Number of 1.5 mL Serum aliquots created: 3  
Residual Serum? Yes  
Residual Serum #: 5544 Residual Serum Volume: 500 uL  
Visit Notes: example

Long-Read Sequencing (Purple-Top) Tube (3 mL): 1 tube  
Original blood volume of EDTA 3 mL Tube: 3 mL  
Number of 1.5 mL LRS aliquots (green-cap) created: 3  
Residual LRS? Yes  
Residual LRS #: Residual LRS Volume: uL  
Visit Notes: example

NCRAD Coordinator: Jaczyn Dickinson



1. Place the ambient PBMC tubes in the absorbent tube sleeves and biohazard bag.
2. Adhere a kit number label on the outside of the biohazard bag.
3. Place the samples inside the small shipping box with the refrigerant pack on top.
  - *Note: Freezer packs must be placed in freezer, at minimum, the night before shipment*
4. Place the Sample and Processing Form within the ambient shipper.
5. Place small shipping box within a provided UPS Clinical Pak, seal, and follow instructions in UPS shipping tutorial to create UPS airbill

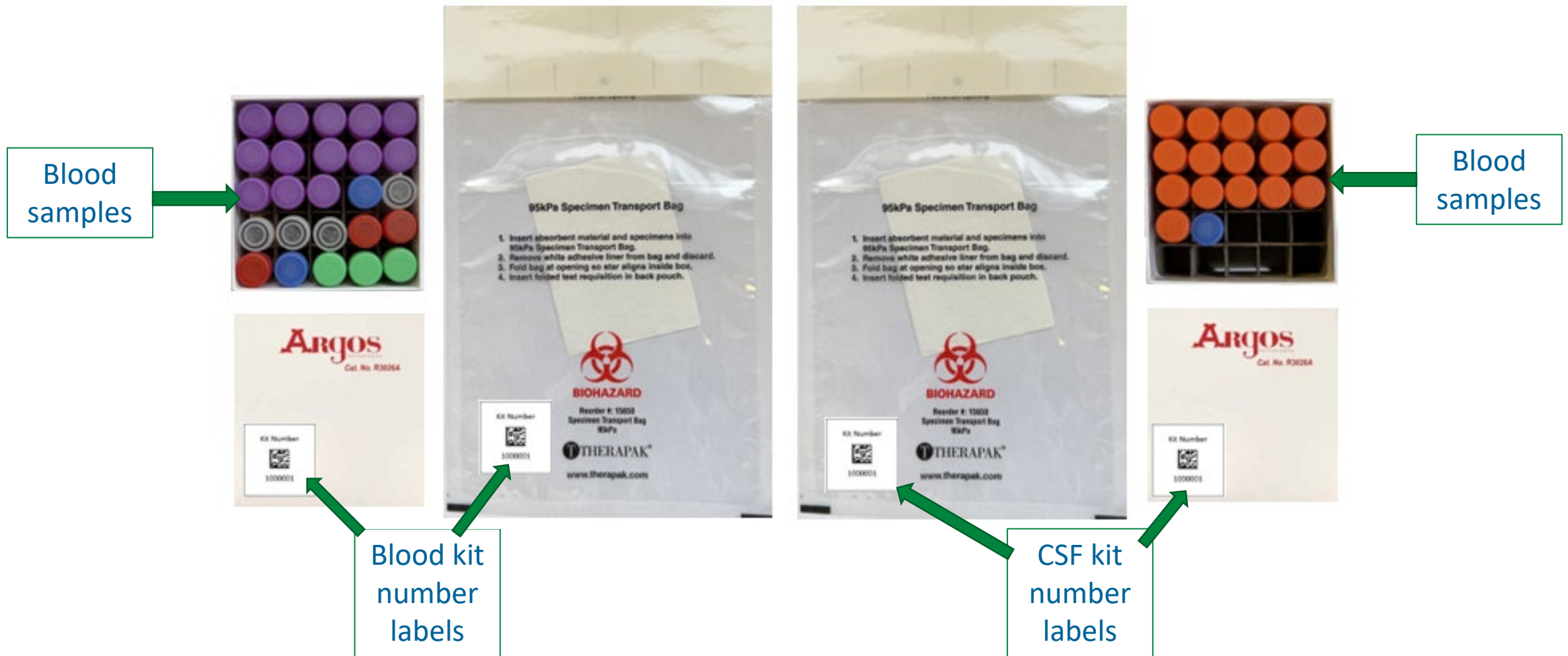
# Frozen Batch Sample Shipment

## All other samples

- Plasma, Buffy Coat, Serum, and CSF
- **Ship Monday-Wednesday Only**
- Include copy of the Sample and Processing Form for each set of samples in shipment
- Hold packaged samples in a -80°C freezer until pickup.
- Complete [NCRAD Sample Shipment Notification Survey](#)

NCRAD tutorial: <https://ncrad.org/coordinate-studies/allftd2>

# Frozen Batch Shipment Packaging



# Frozen Batch Shipment Packaging

- Batch shipping should be performed quarterly or when 8 cryoboxes of samples have been collected

- **Example #1:** 4 participants with blood AND CSF collected (8 total cryoboxes and sample forms for 4 participants)
- **Example #2:** 8 participants with ONLY blood collected (8 total cryoboxes and sample forms for 8 participants)
- **Example #3:** 2 participants with blood AND CSF collected (4 total cryoboxes and sample forms for 2 participants) and 4 participants with ONLY blood collected (4 total cryoboxes and sample forms for 4 participants)

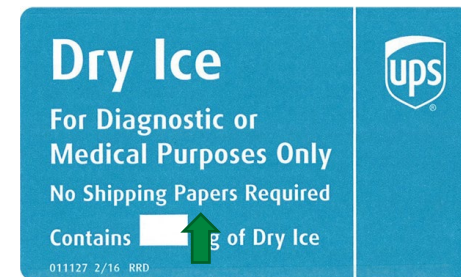


**\*No more than 8 cryoboxes per batch frozen shipment\***

# Frozen Batch Shipment: Dry Ice



- 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.
- Each Styrofoam shipper must contain 45 lbs (20 kg) of pelleted dry ice **and** this must be marked on a blue UPS dry ice sticker that is placed on the outside the box.



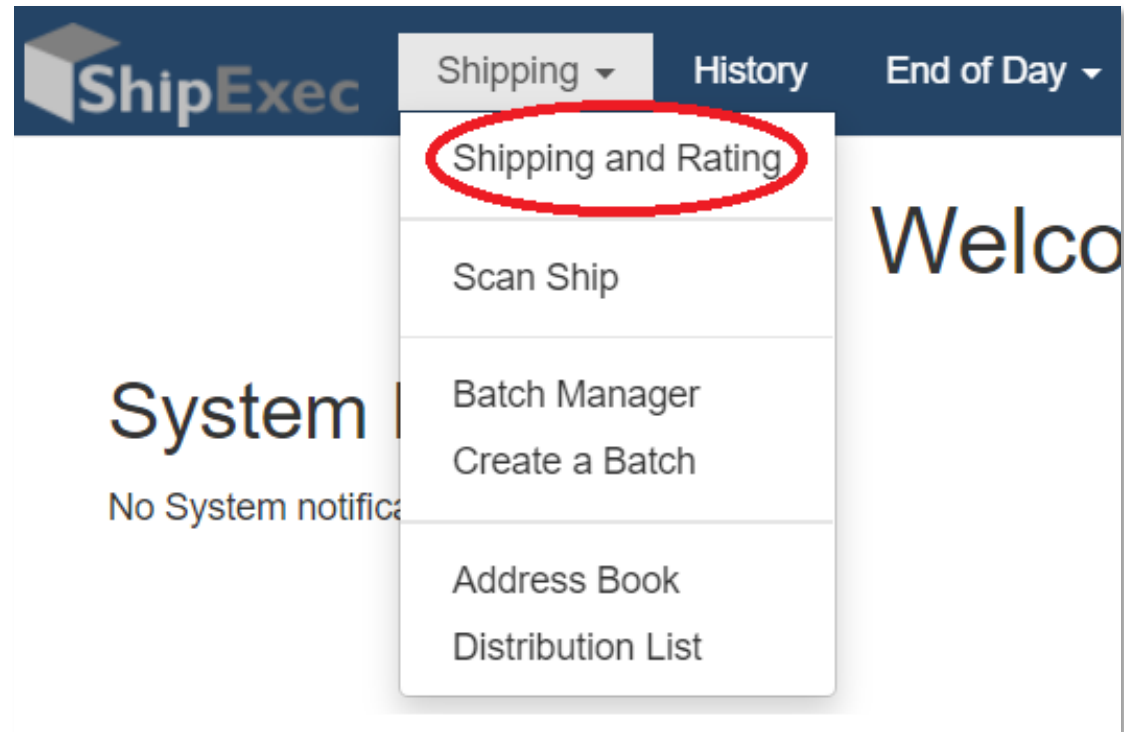
Net weight  
of dry ice  
in kg

# Shipping with ShipExec

Using ShipExec to:  
Creating Airbills  
Scheduling Shipments and Pickups

# Logging into ShipExec

- Log in to ShipExec™ Thin Client:  
<https://kits.iu.edu/ups>
  - If a new user or contact needs access, please reach out to me at [jazdicki@iu.edu](mailto:jazdicki@iu.edu)
- Navigate to the 'Shipping' dropdown menu and select 'Shipping and Rating'



# Select your study

- On the right of the page, choose the study name (ALLFTD2) from the “Study Group” drop down.
  - *This must be done first*
- Then click on the Magnifying Glass on the left to begin searching for your contact information.

The screenshot displays the Indiana University School of Medicine website interface. At the top, the university's logo and name are visible. Below this, the text "and Affiliated Biorepositories" is centered. The main content area is divided into two sections: "Ship From" on the left and "Shipment Information" on the right. The "Ship From" section contains a search bar with a magnifying glass icon, a "Clear" button, and several input fields for "Code", "Company", "Contact", "Address 1", "Address 2", "Address 3", "City", "State/Province", "Postal Code", and "Country / Territory". The "Shipment Information" section features a "Study Group" dropdown menu set to "ALLFTD2 (NCRAD)", "Weight" and "Dry Ice Weight" dropdown menus set to "LB", and a "Description of Return" dropdown menu set to "Biological Specimens". A "Pickup Request" button is located below the "Description of Return" dropdown.

# Find your site

- A pop up will appear with a list of all the site addresses within the study selected, please choose your site
  - For further filtering results enter and search:
    - “Company”
    - “Contact”
    - “Address 1”
- Once you have found your site address, click on the “Select” button to the left of the address

Select address book

Address Book	Type
RETURNS	Company

Group: ALLFTD (NCRAD)

Code:

Company:

Contact:

Address 1:

Address 2:

Address 3:

City:

State/Province:

Postal Code:

Country / Territory:

Email:

Phone or Fax:

Account / Tax:

Clear Search

Action	Code
Select	ALLFTD 3: WESTERN
Select	ALLFTD 20: NANTZ
Select	ALLFTD 4: COLUMBIA
Select	ALLFTD 7: HARVARD
Select	ALLFTD 9: HOPKINS
Select	ALLFTD 10: JACKSONV

« 1 2 3 4 »

Note: Ensure this information is accurate. If any information needs to be updated, contact your NCRAD study coordinator: [jazdicki@iu.edu](mailto:jazdicki@iu.edu)

# Shipment Info

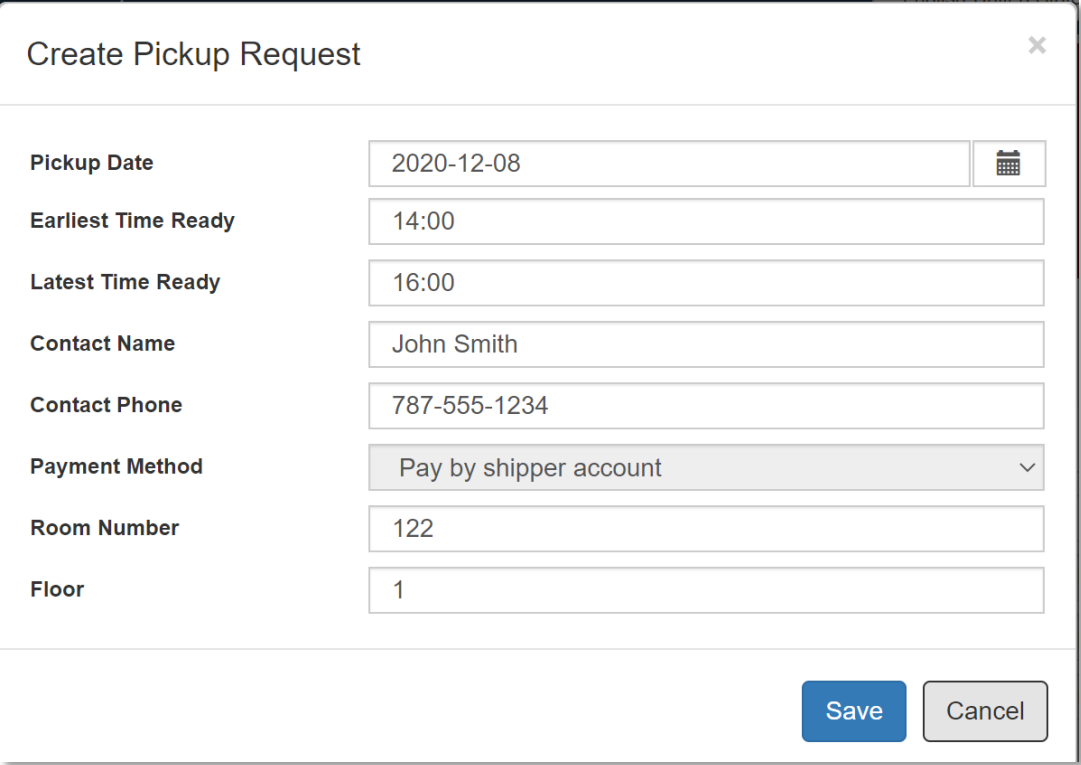
- Verify the address populated on the left is correct
- Enter the total weight, including dry ice if needed, of your package in the “Weight” field
- Enter the weight of the dry ice for frozen shipments in the “Dry Ice Weight” field
  - *The “Dry Ice Weight” field can never be higher than the “Weight” field*
- Click on the “Pickup Request” button

The screenshot shows a web form for creating a shipment. On the left, under 'Ship From', there is a search bar and a dropdown menu. The dropdown is open, showing a list of address suggestions for '3: ALLFTD2 CASE WESTERN'. The 'Shipment Information' section on the right includes fields for 'Study Group' (ALLFTD2 (NCRAD)), 'Weight' (with a unit dropdown set to 'LB'), 'Dry Ice Weight' (with a unit dropdown set to 'LB'), and 'Description of Return' (Biological Specimens). A 'Pickup Request' button is located below the 'Description of Return' field.



For ambient shipments, leave the “Dry Ice Weight” field empty

# Pickup Request

- 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”
- 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



The screenshot shows a web form titled "Create Pickup Request" with a close button (X) in the top right corner. The form contains the following fields:

Pickup Date	2020-12-08	
Earliest Time Ready	14:00	
Latest Time Ready	16:00	
Contact Name	John Smith	
Contact Phone	787-555-1234	
Payment Method	Pay by shipper account	
Room Number	122	
Floor	1	

At the bottom right of the form, there are two buttons: a blue "Save" button and a grey "Cancel" button.

# Shipment Paperwork

- Two documents will be created and will need saved:
  - Receipt
  - Waybill
- The “Pickup No:” is the reference number to your specific pickup request, this is the number you use if there are issues
- Check Pickup Status by going to 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

ShipExec™ Shipment Receipt

Transaction Date: Tuesday, December 8, 2020 Pickup No: 2929602E9CP

Address Information

Ship To: John Smith Indiana University 980 W. Walnut Street Indianapolis, IN 46202	Shipper: lugb Iu School Of Medicine 351 W 10Th St Indianapolis, IN 46202	Ship From: lugb Iu School Of Medicine 351 W 10Th St Indianapolis, IN 46202
--	--	--

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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

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

20 LBS 1 OF 1

**RS**

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: 6683830

# UPS Waybill

- Print out the UPS air waybill
- Fold the UPS air waybill and slide it inside the plastic UPS sleeve provided
- Adhere to the sleeve to your package, making sure it is laying as flat as possible along the surface of the package with the barcode readable

JOHN SMITH 317-555-1234 INDIANA UNIVERSITY 980 W. WALNUT STREET INDIANAPOLIS IN 46202	20 LBS	1 OF 1
<b>RS</b>		
SHIP TO: IUGB 317-278-6158 IU SCHOOL OF MEDICINE TK 217 351 W 10TH ST INDIANAPOLIS IN 46202		
	IN 461 9-01	
		
<b>UPS NEXT DAY AIR</b>		<b>1</b>
TRACKING #: 1Z 976 R8W 84 3084 1976		
		
BILLING: P/P DESC: Biological Specimens RETURN SERVICE UN1845, DRY ICE, CLASS 9, 1 x 4.5 KG AUDIT REQUIRED		
Reference No.1: 6683830		

# Voiding or Reprinting

- If you need to void your shipment or reprint your air waybill, click on “History” at the top of the ShipExec™ Thin Client page
  - Search for the desired shipment by date of shipment

ShipExec Shipping History End of Day

### History

Start Ship Date	2025-02-20	
End Ship Date	2025-02-20	

Site

Shipper

Carrier

Service

Global MSN

Global Bundle ID

Ship Id

Tracking Number

Batch Reference

Batch Item Reference

Shipper Reference


Exact Match

Consignee Reference

Exact Match

# Voiding or Reprinting

- To void your package, click on the “X” icon to the far left under “Action”

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	

- To reprint your waybill, click on the printer icon to the far left under “Action”

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	

# Advanced Notification

**IMPORTANT**

The [NCRAD Sample Shipment Notification Survey](#) must be filled out *prior* to shipment

- Please attach the completed Sample and Processing Form *for each set of samples* within the shipment
- Please fill out the entire survey including contact and tracking information

This is extremely important to make sure samples are:

- received on time to the NCRAD lab
- correctly labeled and organized per patient
- completed and ready for data entry

# NCRAD Sample Shipment Notification

1. Ship samples as normal using ShipExec and place the Printable CRFs (from previous slide) in the shipper

2. Go to link:  
<https://redcap.link/NCRADShippingForm>

3. Fill out and Submit Survey →

**NCRAD**  
National Centralized Repository for  
Alzheimer's Disease and Related Dementias

### NCRAD Specimen Shipment Notification Form

Please complete the Specimen Shipment Notification Form below. The NCRAD team will automatically be notified about your shipment upon submission of this form.

NCRAD Email: [alzstudy@iu.edu](mailto:alzstudy@iu.edu) | NCRAD Phone: 1-800-526-2839

<b>Study</b> <small>* must provide value</small>	<input type="text"/>
<b>Name of study contact completing this form</b> <small>* must provide value</small>	<input type="text"/>
<b>Email of study contact completing this form</b> <small>* must provide value</small>	<input type="text"/>
<b>Are there any additional email addresses that should be notified about the status of this shipment?</b> <small>* must provide value</small>	<input type="radio"/> No <input type="radio"/> Yes - 1 additional <input type="radio"/> Yes - 2 additional <input type="radio"/> Yes - 3 additional <small>reset</small>
<b>Courier</b> <small>* must provide value</small>	<input type="radio"/> UPS <input type="radio"/> FedEx <input type="radio"/> World Courier <input type="radio"/> US Postal Service <input type="radio"/> Other <small>reset</small>
<b>Shipment tracking number:</b> <small>* must provide value</small>	<input type="text"/> <small>"N/A + Ship Date" for USPS shipments without a tracking number</small>

# NCRAD Website – ALLFTD2 Page

- Specimen collection overview
- Link to kit request module
- Online Sample Survey
- MOP
- Training Slides
- Video Tutorials
- UPS Shipping/Shipping Survey

<https://ncrad.org/coordinate-studies/allftd2>

# NCRAD Website – Helpful Pages

## WHAT TO DO FOR FRIDAY BLOOD DRAWS

NCRAD is not open for business on Saturday or Sunday; therefore, we ask that no samples be shipped on a Friday. We cannot guarantee the conditions in which the samples will be held by the shipping courier over the weekend. It is important to have plans in place for each type of sample to be held over the weekend prior to shipping. Please refer to the table below for how to handle samples drawn on a Friday.

When possible, please only ship frozen samples on Monday-Wednesday. There is always the potential for an unexpected shipping courier delay and by shipping Monday through Wednesday there should be enough time to receive the samples before the weekend

SAMPLE TYPE	TUBE TYPE	PRODUCT	SHIPMENT METHOD	FRIDAY DRAW INSTRUCTIONS
Whole Blood	Sodium Heparin	PBMC	Ambient	DO NOT DRAW ON FRIDAY. Must be drawn on Monday – Thursday.
Whole Blood	EDTA Tube	DNA Only	Ambient	Do NOT refrigerate. Please keep sample at room temperature until the specimen can be shipped via next day delivery methods the following Monday.

<https://ncrad.org/contact/friday-blood-draws>

<https://ncrad.org/contact/holiday-closures>

## HOLIDAY CLOSURES

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

# FAQ

- **Q: We shipped samples to NCRAD a few weeks ago, but I don't see them in the RAVE database. Were they received?**
  - A: It can take up to 1-2 months for samples to show up in the RAVE database. The best way to check to see if samples were received is to go to UPS and enter in the tracking number for the shipment. If you need confirmation for reimbursement, email [jazdicki@iu.edu](mailto:jazdicki@iu.edu) and cc [kolander.tyler@mayo.edu](mailto:kolander.tyler@mayo.edu) and ask for confirmation that samples were received.
- **Q: Can the online Sample and Processing Survey be partially completed and finished later by another user or at a later time?**
  - A: Yes. If multiple staff members need to enter information, the first person can complete part of the form (including the required fields needed to return later: staff email address, Participant ID, and Kit Number), then select "Save and Return Later."
    - The email address(es) entered will receive a link along with the access codes (Participant ID and Kit Number) needed to reopen the form.
- **Q: What should I do with expired supplies, should I send them back?**
  - A: You do not need to send them back, please dispose of them according to your local guidelines.

# ALLFTD2 Contact Information

## General Information

- Phone: 1-800-526-2839  
or 317-278-8413
- E-mail: [alzstudy@iu.edu](mailto:alzstudy@iu.edu)



Jazmyn Dickinson - ALLFTD Study Coordinator

E-mail: [jzdicki@iu.edu](mailto:jzdicki@iu.edu)

Corinne Kim - Project Manager

E-mail: [kimcor@iu.edu](mailto:kimcor@iu.edu)