

ENIGMA Pak

Collection and Shipment Training



National Centralized Repository for
Alzheimer's Disease and Related Dementias



Training Overview: ENIGMA Pak

- ❖ Blood Kit Contents/Labels
- ❖ Sample Collection and Processing
- ❖ Shipping and Packaging Sample Shipments
- ❖ Sample Form & Shipping Manifest
- ❖ Common Nonconformance Issues
- ❖ NCRAD Resources and Contact Information

Blood Collection Kit & Specimen Labels



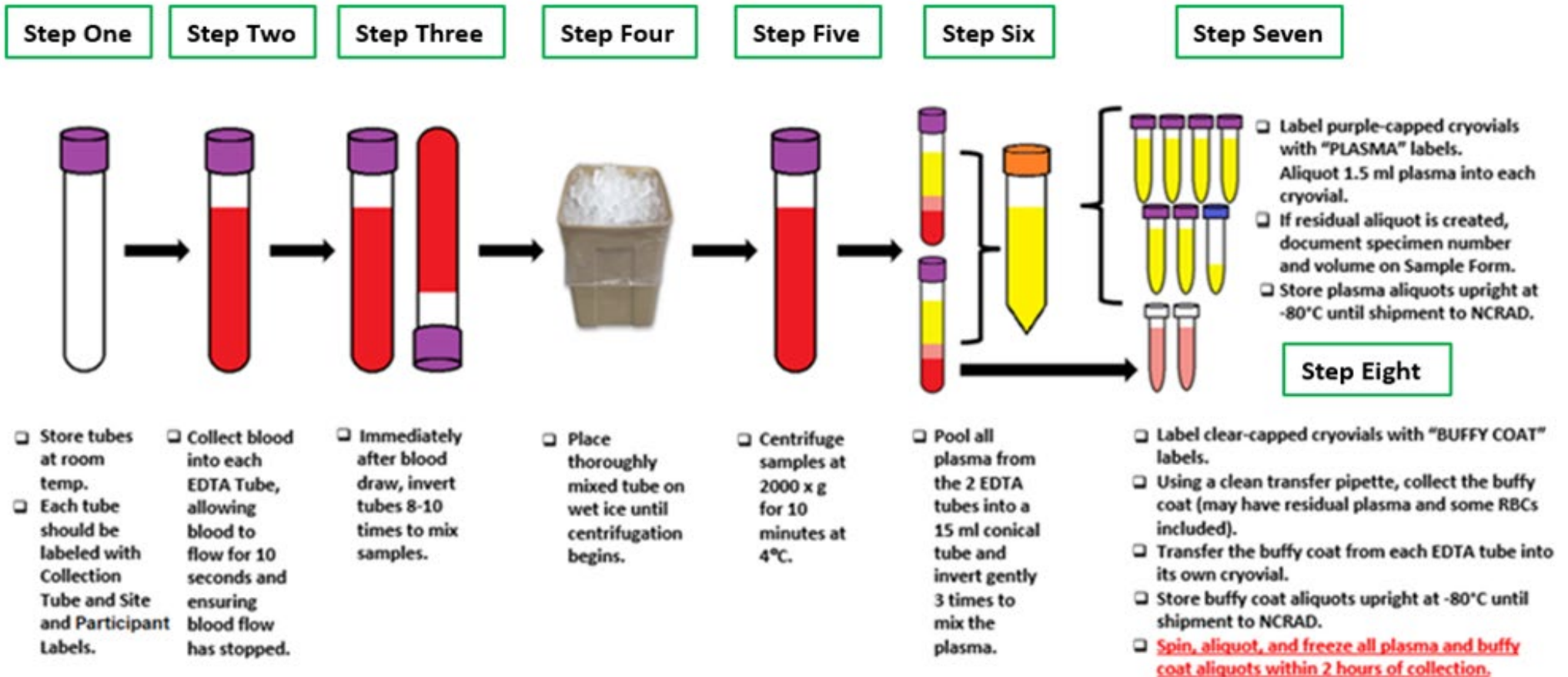
Handling/Processing Study Specimens



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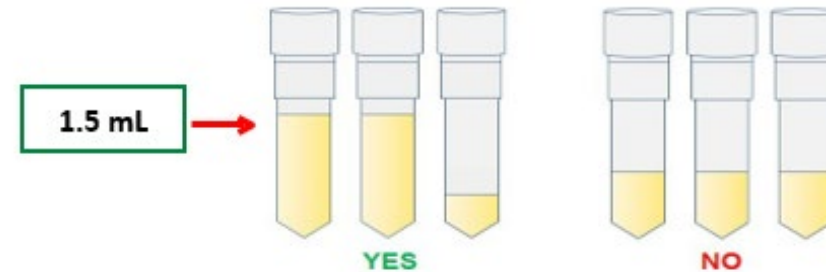
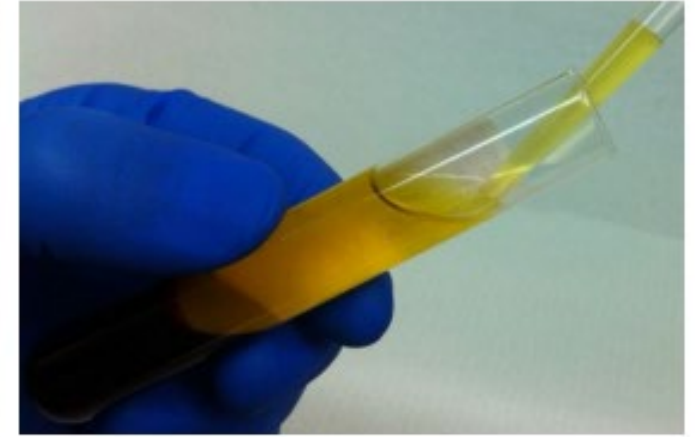
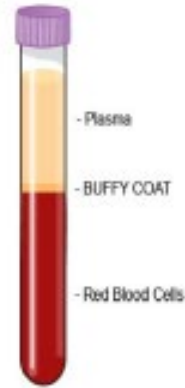


Plasma and Buffy Coat Preparation EDTA Purple-Top Tube (2 x 10 ml)



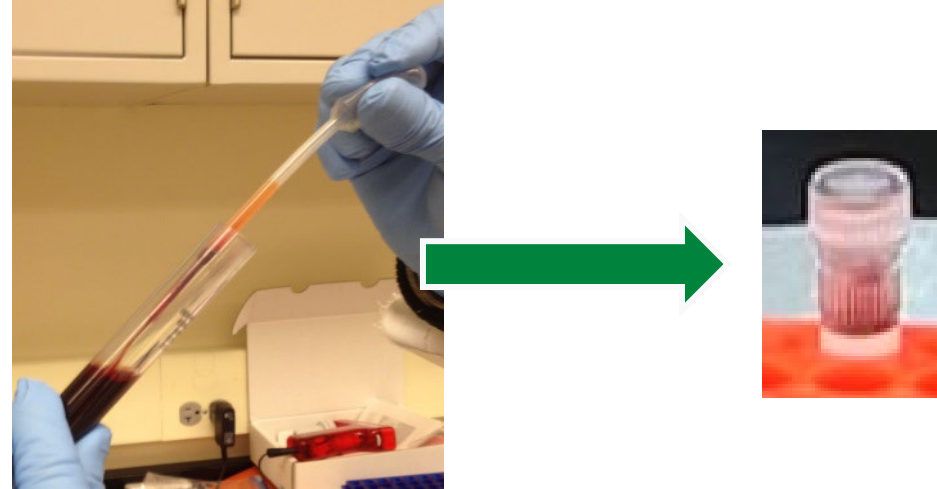
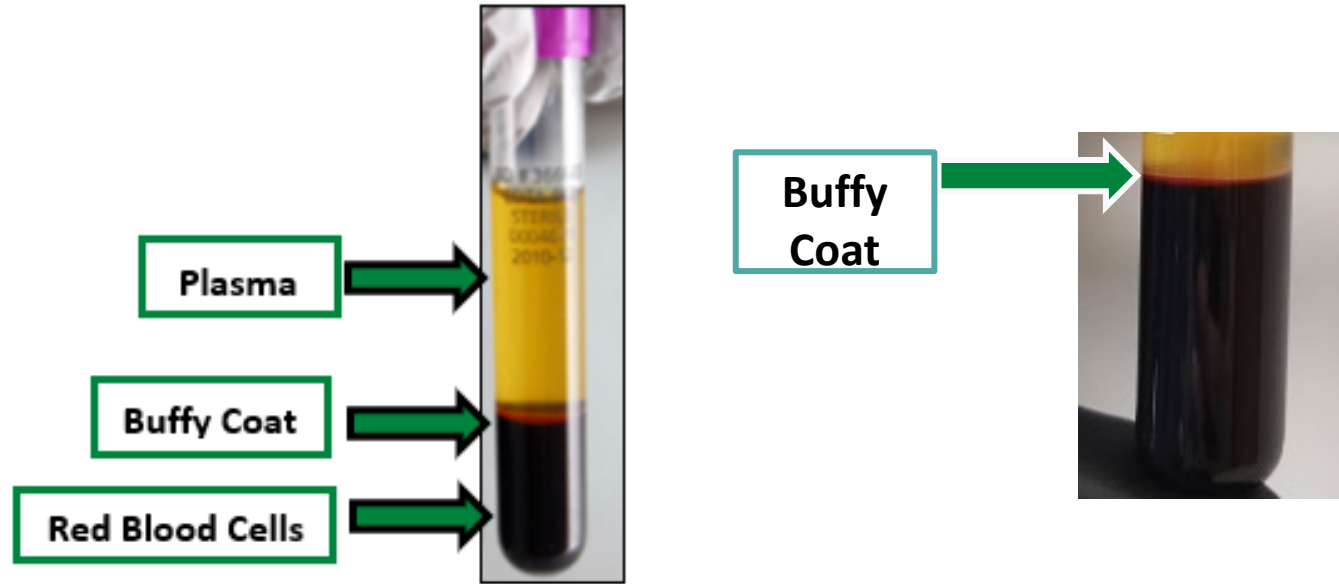
Plasma Collection

- When pipetting plasma from the plasma tube into the conical tube, be very careful to pipette the plasma top layer only, leaving the buffy coat and the red blood cell layers untouched.
- Processed plasma creates up to seven 1.5ml aliquots



Buffy Coat Collection

- Expected to have a reddish color from the RBCs.
- Be sure to only place the buffy coat from one EDTA tube into each cryovial
- Create up to 2 buffy coats with 20 mL collection



Packaging Sample Shipments



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Frozen Shipment Packaging



All samples shipped frozen to NCRAD (open Monday-Friday to receive shipments)



Hold packaged samples in a -80°C freezer until pickup



Include copy of Blood Sample and Shipment Notification Form in shipper and email a copy of the form in advance



Sites provide pelleted dry ice for shipments
(Fill Styrofoam shipping container to top)

NCRAD Website: Holiday Closures

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

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
July 4	Independence Day
1 st Monday in September	Labor Day
4 th Thursday in November	Thanksgiving
4 th Friday in November	Friday after Thanksgiving
December 25	Christmas Day
December 26-December 30	Winter Break

Frozen Shipment Packaging

- All frozen shipping supplies provided by World Courier
- Place 2-3 inches of pelleted dry ice in the bottom of the Styrofoam shipping container, then insert the cryoboxes laying **upright**
- Fill shipper to the top with pelleted dry ice
- Put lid on and then place sample forms on top before box is sealed
- Include copies of sample forms and manifest inside box (between Styrofoam container and box)



Blood Sample and Shipment Notification Form and Shipping Manifest



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Appendix B: NCRAD Blood Sample and Shipment Notification Form

Please email the form on or prior to the date of shipment.

To: Kelley Faber (NCRAD) Email: alzstudy@iu.edu Phone: 1-800-526-2839			
From: _____		Tracking #: _____	
Phone: _____		Email: _____	
Study: ENIGMA-PAK			
Participant ID: _____		Sex: ☐ M ☐ F Year of Birth: _____	
Blood Collection:			
Date of Draw: _____ [MMDDYY]		Time of Draw: _____ [HHMM]	
Date participant last ate: _____ [MMDDYY]		Time participant last ate: _____ [HHMM]	
Blood Processing: Plasma and Buffy Coat (EDTA Tube)			
EDTA #1 specimen number (Last four digits): _____		Original blood volume of EDTA #1: _____ mL	
EDTA #2 specimen number (Last four digits): _____ ☐ N/A		Original blood volume of EDTA #2: _____ mL ☐ N/A	
Time spin started: _____ [HHMM]		Duration of centrifuge: _____ mins	
Temp of centrifuge: _____ °C		Rate of centrifuge: _____ RCF (x g)	
Time aliquoted: _____ (HHMM)		Number of 1.5 mL aliquots created (purple cap): _____ ☐ N/A	
Volume of residual plasma aliquot (less than 1.5 mL in blue cap): _____ mL ☐ N/A		Specimen number of residual plasma aliquot (Last four digits): _____ ☐ N/A	
Buffy coat #1 specimen number (Last four digits): _____		Buffy coat #1 volume: _____ mL	
Buffy coat #2 specimen number (Last four digits): _____ ☐ N/A		Buffy coat #2 volume: _____ mL ☐ N/A	
Time aliquots frozen: _____ [HHMM]		Storage temperature of freezer: _____ °C	
Notes: _____ _____			

Please complete this form when sending samples to NCRAD. The contact information for emailing the form is in the box below. NCRAD would like to receive the form BEFORE the samples arrive.

From: _____ Center/Site ID: _____
 Phone: _____ Fax: _____
 Email: _____ Date: _____

[illegible]

Blood Sample and Shipment Notification Form &/or Shipping Manifest



A copy of the sample form *must* be emailed or faxed to NCRAD prior to the date of sample arrival.



Please include sample forms in all shipments of frozen samples.



Email: alzstudy@iu.edu

Noncomformance Issues



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Non-Conformance	Solution
Low volume aliquots	Put cryovials in a row, aliquoting in order until sample is depleted
Tubes received frozen at an angle/inverted	Carefully place tubes upright in freezer and in shipper
All frozen samples for one participant are not sent within one shipment box	Keep plasma and buffy coat for individual participants together. Use one cryobox per participant
Fields on Blood Sample and Shipment Form left blank or incorrect data is given	Complete Blood Sample and Shipment Form during participant's study visit while samples are processed
Blood Sample and Shipment Forms are not e-mailed or faxed to NCRAD before shipment arrives	Make copy of participants completed form after visit and save until shipment.

NCRAD Contact Info & Website



National Centralized Repository for
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Contact Information

Mica
Gosnell

- Phone: (317) 274-7423
- E-mail: gosnellm@iu.edu

General
NCRAD
Contact

- Phone: (800) 526-2839
- E-mail: alzstudy@iu.edu
- Website: www.ncrad.org