



## INSTRUCTIONS FOR EXACERBATION SUBSTUDY Blood Spot PEX ID FORM EBS, VERSION 1.0 (QxQ)

### I. GENERAL INSTRUCTIONS

The Exacerbation Substudy Blood Spot PEX ID Form is used to inform which Blood Spot sample by PEX ID is collected and stored. This information should be entered during the participant's Exacerbation Substudy clinic visit. This form will populate the Blood Spot Shipping Manifest Report that is printed prior to shipment once a box is full.

**Note:** Only the designated site level ID should be used to enter information into the site-level forms (DO NOT enter information into these forms under an actual SPIROMICS participant's ID). For each site, the site level ID will be structured as the two letter site code, followed by "000000" (e.g. Columbia's site level ID will be "CU000000", University of Iowa's site level ID will be "IA000000", etc.).

This form allows for 20 IDs to be entered into form, the date that the particular box will be shipped, and the staff code of the person who will be preparing the box/boxes for shipment.

### II. DETAILED INSTRUCTIONS

**NOTE:** The following steps assume that a Blood Spot has been collected.

- Step 1:** After processing the Blood Spot, find the site level ID in the SubjectID list. This should be the first ID that appears on the first page of the SubjectID screen.
- Step 2:** Select the EBS form under the "Exacerbation Lab Shipment" form group in the form grid.
- Step 3:** Use the QR scanner/Barcode scanner or manually enter the PEX ID of the participant whose Blood Spot was collected into the next available slot.
- Step 4:** Save and close the form after entering the PEX ID.
- Step 5:** Continue entering PEX IDs until all 20 available slots in the form have been filled OR until a scheduled Blood Spot shipment is to be made.
- Step 6:** Once a shipping date of the given Blood Spot box has been decided, enter that date into question 21 and the staff ID of the person who will be preparing the shipment into question 22. (The shipping date that is entered in question 21 will be the shipping date that will be used to create the Shipping Manifest for the Blood Spot box.)
- Step 7:** Save and close the form.
- Step 8:** After a Blood Spot box has been shipped, create a new occurrence of the EBS form to enter PEX IDs for the next Blood Spot box to be filled and repeat steps 1-6 (*See Section 3.6 of the MOP for instructions on creating a new occurrence of a form*).