



INSTRUCTIONS FOR EXACERBATION SUBSTUDY SPUTOLYSIN SLIDE PEX ID FORM ESY, VERSION 1.0 (QxQ)

I. GENERAL INSTRUCTIONS

The Exacerbation Substudy Sputolysin Slide PEX ID Form is used to inform which Sputolysin Slide 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 Sputolysin Slide Sample 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 4 PEX 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. This box is limited to only four PEX IDs (assuming each participant will have two aliquots) because the box that these samples will be shipped in only holds 9 samples.

II. DETAILED INSTRUCTIONS

NOTE: The following steps assume that a Sputolysin Slide sample tube has been collected.

Step 1: After processing the sputum sample and up to **two** sputolysin aliquots have been collected and processed for a participant, 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 ESY 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 sputolysin aliquots will be shipped to the Biospecimen Processing Laboratory (BSP) into the next available slot (1a-4a).

Also enter the number of aliquots that will be shipped for that participant into the corresponding "Number of Aliquots" column (1b-4b).

Step 4: Continue entering PEX IDs and the corresponding number of slides until all 4 available slots in the form have been filled OR until a scheduled Sputolysin Slide sample shipment is to be made.

Step 5: Once a shipping date of the given Sputolysin Slide sample box has been decided, enter that date into question 5 and the staff ID of the person who will be preparing the shipment into question 6.

Step 6: Since the box that contains these samples can only hold nine samples, it is possible that more than one of these boxes will be shipped on the same date. As a result, multiple sputolysin boxes might be shipped on the same day. This would mean that multiple occurrences of this form may have the same shipping date (See Section 3.6 of the MOP for instructions on creating a new occurrence of a form).

In order to produce separate manifests for the sputolysin samples, each occurrence of this form with the SAME shipping date will need to have a different box number (entered into question 7). For example, if three occurrences of the ESY form are created and all samples on those occurrences will be shipped on August 9, 2018, all three occurrences will have “08-09-2018” in Question 5. Occurrence 1 will have Box number entered as “001” for question 7, Occurrence 2 will have Box number entered as “002”, and Occurrence 3 will have Box number entered as “003”.

The shipping date (Question 5) and the box number (Question 7), will be used to create the sputolysin shipping manifests (See Appendix A of the MOP for more details on how to create these manifests).

Save and close the form.