

DNA PAXGENE LABEL ID FORM, DNA QUESTION BY QUESTION (QxQ), VERSION 1.0

I. GENERAL INSTRUCTIONS

The DNA PAXgene Label ID Form (DNA) is used to inform which DNA PAXgene sample by Label ID is collected and stored. This information should be entered during the participant’s clinic visit. This form will populate the DNA PAXgene 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 SOURCE participant’s ID). For each site, the site level ID will be structured as the three-letter site code, followed by “000000” (e.g., Columbia’s site level ID will be “COL000000”, University of Iowa’s site level ID will be “IOW000000”, etc.).

The screenshot shows a web interface titled "Data Management". At the top right, there is a search box with a "Search" button. Below this is a table with the following columns: "SubjectID", "First Initial", "Last Name", and "N/A". The table contains four rows of data, all of which are hyperlinks. The first row, "ALA000000", is circled in red. The other rows are "ALA400006", "ALA400019", and "ALA400027".

SubjectID	First Initial	Last Name	N/A
ALA000000			
ALA400006			
ALA400019			
ALA400027			

This form allows for 24 Label IDs to be entered, the date that the particular box will be shipped, and the staff code of the person who will be preparing the box(es) for shipment.

II. INSTRUCTIONS FOR INDIVIDUAL ITEMS

NOTE: The following steps assume that a DNA PAXgene sample tube has been collected.

- Step 1:** After a DNA PAXgene sample tube has 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 DNA form under the “Lab Shipment” form group in the form grid.
- Step 3:** Use the QR scanner/Barcode scanner or manually enter the Label ID of the participant whose DNA PAXgene sample tube was collected in the first slot (i.e., Item 1) or into the next available slot.
- Step 4:** Select **Save and Close** at the bottom of the page/screen after entering the Label ID.
- Step 5:** Continue entering Label IDs until all 24 available slots in the form (i.e., Items 1-24) have been filled OR until a scheduled DNA PAXgene sample shipment is to be made.
- Step 6:** Once a shipping date of the given DNA PAXgene sample box has been decided, record that shipping date in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided in Item 25 (**The shipping date that is entered in Item 25 will be the shipping date that will be used to create the Shipping Manifest for the DNA PAXgene sample box**). Record the SOURCE staff code of the person who will be preparing the shipment into Item 26. This code is assigned to each person at each site by

the GIC. If you do not have a staff code and are collecting SOURCE data, please contact the GIC in order to receive your own individual staff code.

Step 7: Select **Save and Close** at the bottom of the page/screen.

Step 8: After a DNA PAXgene sample box has been shipped, create a new occurrence of the DNA form to enter Label IDs for the next DNA PAXgene sample box to be filled and repeat Steps 1-7. **See MOP 6 – Section 3.6 for instructions on creating a new occurrence of a form.**