NASAL SWAB LABEL ID FORM, NSB
QUESTION BY QUESTION (QxQ), VERSION 1.0

I. GENERAL INSTRUCTIONS

The Nasal Swab Label ID Form (NSB) is used to inform which Nasal Swab sample by Label ID is collected and stored. This information should be entered during the participant's clinic visit. This form will populate the Nasal Swab 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.).

This form allows for 30 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 Nasal Swab sample tube has been collected.

Step 1:   After a Nasal Swab 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 NSB form under the "Lab Shipment" or "Bronchoscopy 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 Nasal Swab 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 30 available slots in the form (i.e., Items 1-30) have been filled <u>OR</u> until a scheduled Nasal Swab sample shipment is to be made.

Step 6:   Once a shipping date of the given Nasal Swab 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 31 **(The shipping date that is entered in Item 31 will be the shipping date that will be used to create the Shipping Manifest for the Nasal Swab sample box)**. Record the SOURCE staff code of the person who will be

preparing the shipment into Item 32. 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 Nasal Swab sample box has been shipped, create a new occurrence of the NSB form to enter Label IDs for the next Nasal Swab 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.**