SPUTOLYSIN LABEL ID FORM, SLY
QUESTION BY QUESTION (QxQ), VERSION 1.0

I. GENERAL INSTRUCTIONS

The Sputolysin Label ID Form (SLY) is used to inform which Sputolysin sample by Label ID is collected and stored. This information should be entered during the participant's clinic visit for each sample. This form will populate the Sputolysin 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 4 Label IDs to be entered into the form, 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. This box is limited to only 4 Label IDs (assuming each participant will have two aliquots) because the box that these samples will be shipped in ONLY holds 9 samples.

II. INSTRUCTIONS FOR INDIVIDUAL ITEMS

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

Step 1: After processing the sputum sample and up to 2 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 SLY 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 Sputolysin aliquots will be shipped to the Alexis Biospecimen Repository lab into the next available slot (i.e., Items 1a-4a).

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

Step 4: Continue entering Label IDs and the corresponding number of slides until all 4 available slots in the form have been filled <u>OR</u> until a scheduled sputolysin sample shipment is to be made.

Step 5: Once a shipping date of the given Sputolysin 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 5. Record the SOURCE staff code of the person who will be preparing the shipment into Item 6. 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 6: Since the box that contains these samples can ONLY hold 9 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 Item 7). For example, if three occurrences of the SLY form are created and all samples on those occurrences will be shipped on August 9, 2021, all three occurrences will have "08-09-2021" in Item 5. Occurrence 1 will have Box Number entered as "001", Occurrence 2 will have Box Number entered as "002", and Occurrence 3 will have Box Number entered as "003" for Item 7.

The Shipping Date (Item 5) and the Box Number (Item 7) will be used to create the Sputolysin Sample Shipping Manifests (See Appendix A for more details on how to create these manifests).

NOTE: If there is only one Sputolysin box that will be shipped on a given date, the Box Number will still need to be entered, in addition to the Shipping Date.

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