



INSTRUCTIONS FOR PAXGENE LAB ID FORM PAX, VERSION 1.0 (QxQ)

I. GENERAL INSTRUCTIONS

The Paxgene Lab ID Form is used to inform which Paxgene sample by Lab ID is collected and stored. This information should be entered during the participant's clinic visit. This form will populate the 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 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 24 LAB 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 Paxgene sample tube has been collected.

- Step 1:** After a 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 PAX form under the "Lab Shipment" form group in the form grid.
- Step 3:** Use the QR scanner/Barcode scanner or manually enter the LAB ID of the participant whose Paxgene sample tube was collected into the next available slot.
- Step 4:** Save and close the form after entering the LAB ID.
- Step 5:** Continue entering LAB IDs until all 24 available slots in the form have been filled OR until a scheduled Paxgene sample shipment is to be made.
- Step 6:** Once a shipping date of the given Paxgene sample box has been decided, enter that date into question 25 and the staff ID of the person who will be preparing the shipment into question 26. (The shipping date that is entered in question 25 will be the shipping date that will be used to create the Shipping Manifest for the Paxgene sample box.)
- Step 7:** Save and close the form.
- Step 8:** After a Paxgene sample box has been shipped, create a new occurrence of the PAX form to enter LAB IDs for the next Paxgene sample 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*).