



ACAD

Asian Cohort for Alzheimer's Disease

Asian Cohort for Alzheimer's Disease

in collaboration with

**The National Centralized Repository for Alzheimer's Disease
and Related Dementias (NCRAD)**

Biospecimens Training Slides

Version 2.1

Training Overview

- **Contact Information**
- **GUIDs**
- **Kit Request Module**
- **Blood Collection**
 - Blood Collection Schedule
 - Specimen Labels
 - Handling/Processing Study Specimens
 - Incomplete or Difficult Blood Draws
 - Frozen Packaging and Shipping Instructions

****If not able to collect blood samples for a participant, Saliva can be collected for DNA extraction****

- **Saliva Collection**
 - Saliva Collection Schedule
 - Specimen Labels
 - Handling/Processing Study Specimens
 - Saliva Collection Video
 - Ambient Packaging and Shipping Instructions
- **Creating Airbills/Scheduling Pickups via ShipExec**
- **International Shipping Instructions**
- **Sample Forms**
- **Common Nonconformance Issues**
- **NCRAD Website**
- **Questions?**

NCRAD Contact Information

Questions?

Zoë Potter, BA, CCRP, Study Coordinator

Phone: (317) 278-9086

Email: zdpotter@iu.edu

General NCRAD Contact Information

Phone: 1-800-526-2839

Email: alzstudy@iu.edu

Website: www.ncrad.org

ACAD Study Specific Webpage: [NCRAD - The ACAD Active Study Page](#)

Globally Unique Identifier (GUID)

<https://bricsguid.nia.nih.gov/portal/jsp/login.jsp>



Globally Unique Identifier (GUID)

The GUID is a subject ID that allows researchers to share data specific to a study participant, without exposing personally identifiable information.

A GUID is made up of random alpha-numeric characters and does not include any PHI in the identifier.

Globally Unique Identifier (GUID)

- To create a GUID follow these steps:
 1. Create an account: <https://bricsguid.nia.nih.gov/portal/jsp/login.jsp>
 2. Once you have an account, go to the GUID Tool – Create GUID
 3. To open the ‘Launch GUID Tool’ you will need to have Java installed on your device
 4. In order to generate a GUID, the following PHI is required ([Appendix A](#)):
 - Complete legal given (first) name of subject at birth
 - If the subject has a middle name
 - Complete legal family (last) name of subject at birth
 - Day of birth
 - Month of birth
 - Year of birth
 - Name of city/municipality in which subject was born
 - Country of birth

Kit Request Module

<https://kits.iu.edu/acad>



NCRAD Kit Request Module

If possible, only order what you will need in the next month

AAA

NCRAD
ACAD Kit Request System

Due to ongoing supply limitations, we ask that you please only order as many kits and extra supplies that you will be able to use in the next 30 days. Doing so allows us to fulfill as many kit requests as possible without depleting stock for other kit requests in our queue. If we are not able to fulfill any part of your request due to supplies being out of stock, we will reach out about those individually.

Please enter your email address here to receive a confirmation email after completing the survey:
* must provide value

Site
* must provide value

05 - Centre for Addiction and Mental Health (Univ. of Toronto) - 05

ATTN: Wai Haung (Ho) Yu
Address: 250 College St. Room 202
Toronto, ON Canada
M5T 1L8

Email: WaiHaung.Yu@camh.ca
Phone: 416-535-8501 X 34295; 437-348-3190

Is the contact name above correct? Yes No * must provide value [reset](#)

Is the shipping address above correct? Yes No * must provide value [reset](#)

Is the e-mail address above correct? Yes No * must provide value [reset](#)

- Enter your email to receive a confirmation email after you submit your kit request.
- Choose your site from the drop-down list.
- The coordinator name and contact information will appear.
- Verify that this information is accurate. Correct if necessary.

NCRAD Kit Request Module

ACAD Blood-Based Kit Qty	<input type="text" value="1"/>
ACAD Saliva Collection Kit Qty	<input type="text" value="1"/>
ACAD Blood-Based Supplemental Supply Kit Qty	<input type="text" value="1"/>
ACAD Frozen Blood Shipping Supply Kit Qty	<input type="text" value="1"/>
**UMB - Please indicate how many small and/or large shipping kits needed in the comments section	
ACAD Saliva Shipping Supply Kit Qty	<input type="text" value="1"/>
ACAD REMOTE Saliva Shipping Supply Kit Qty (UCSF)	<input type="text" value="1"/>
Do you need Extra Supplies? <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No
<small>reset</small>	
Our standard shipping time for all orders is 3 weeks.	
We can ship this kit request by: 05-16-2023	
If you need any supplies in this order prior to 05-16-2023, you must contact the NCRAD coordinator for this study: zdpotter@iu.edu.	
Comments	<input type="text"/>
<small>Expand</small>	
<small>Each ACAD Blood-Based Kit Contains (KIT258 or KIT10520 with clear-cap alternative):</small>	

- Indicate the quantity needed of each kit
 - Once selected, kit components of the chosen kit will appear at the bottom of the screen
- You can order extra supplies individually by selecting “Yes” here.
- We will return requests within 3 weeks from the order date.
 - If you need any supplies expedited, please contact the NCRAD Coordinator via email.
- Click “Submit” to turn in your request.
- ****Note: You can order more than one type of kit in a single kit request****

ACAD Kit List

- Kits and individual supplies are available to order:
 - Blood Kits:
 - ACAD Blood-Based Kit
 - ACAD Blood-Based Supplemental Supply Kit
 - ACAD Frozen Blood Shipping Supply Kit
 - Saliva Kits:
 - ACAD Saliva Collection Kit
 - ACAD Saliva Shipping Supply Kit
 - ACAD REMOTE Saliva Shipping Supply Kit (UCSF)

- Each individual site will be responsible for ordering and maintaining a steady supply of kits from NCRAD. We advise sites to keep a supply of each kit type available for scheduled participants.
- Be sure to check your supplies and order additional materials before you run out or supplies expire so you are prepared for study visits.
- Allow **3 weeks** for your order to be processed and delivered.
- Due to ongoing supply limitations, we ask that you please only order as many kits and extra supplies that you will be able to use in the next 30 days.

Blood Collection



Blood Collection Schedule



ACAD Blood-Based Biomarker Collection Schedule

Sample Type	Tube Type	Number of Tubes Supplied in Kit	Aliquot Volume	Tubes to NCRAD	Ship
Whole blood for isolation of plasma & buffy coat (for DNA extraction)	EDTA (Purple-Top) Blood Collection Tube (2 x 10 mL)	2	N/A	N/A	N/A
	PLASMA: 2.0 mL cryovials with purple cap (residual volume placed in 2.0 mL cryovial with blue cap)	7	1.5 mL plasma aliquot per 2.0 mL cryovial (purple/blue cap)	Up to 7	Frozen
	BUFFY COAT: 2.0 mL cryovial	2	1.0 mL buffy coat aliquot per 2.0 mL cryovial (gray cap)	2	Frozen

Blood Specimen Labels

Provided by NCRAD



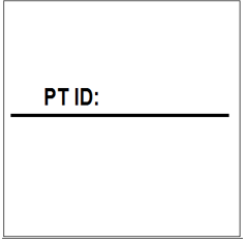
Four Label Types



Kit Number

448945

Kit Number
Labels




PT ID:

PTID Labels



 ACAD
0042664008
PLASMA
Kit #: 448945


Collection Tube
Labels




ACAD
Plasma
Kit # 448945


Cryovial Labels

Kit Number Labels



- Used to track patient samples and provide quality assurance – Will be placed on the following locations :
 1. Blood Sample and Shipment Notification Form (Appendix C)
 2. Lid of cryobox that houses aliquot tubes during storage and shipment
 3. One extra label provided

 **NCRAD**
Asian Cohort for Alzheimer's Disease

 **ACAD**
Asian Cohort for Alzheimer's Disease

Appendix C

Site ID: _____ Participant ID: _____

Blood Sample and Shipment Notification Form
Please email this form prior to the date of shipment.

To: Kelley Faber Email: alzstudy@iu.edu Phone: 1-800-526-2839

General Information: UPS tracking #: _____


From: _____ Date: _____

Phone: _____ Email: _____

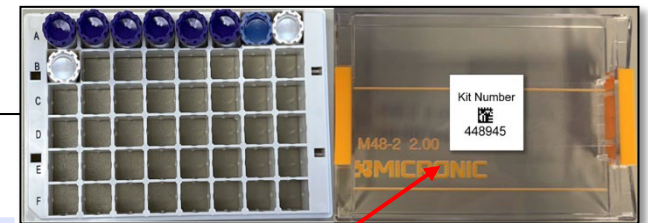
Study: ACAD U19 GUID: _____ Kit #: _____

Visit (circle one): V01 V02

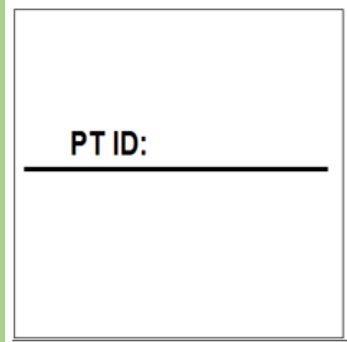
Sex: M F Year of Birth: _____

Kit Number

448945

KIT BARCODE



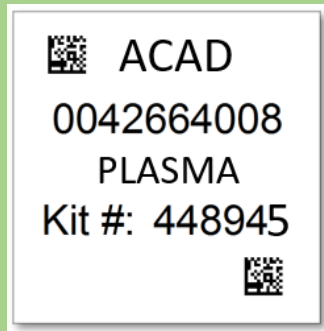
PTID Labels



PTID:

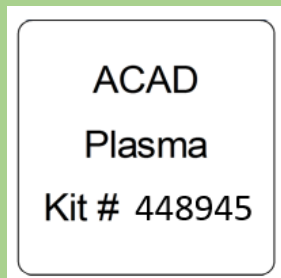
- Subjects will be identified by their PTID.
 - The PTID may only be available shortly before the visit
- Sites will be responsible for handwriting this onto the provided labels
 - Must use fine point permanent marker
 - Write information on label prior to adhering to tube
- Label will be placed on all collection tubes:
 - 2 x EDTA (Purple-Top) Blood Collection Tubes (10 mL)

Collection Tube Labels



- Collection Tube Labels have 4 components:
 - Study name
 - 10-digit specimen number (assigned by NCRAD)
 - Specimen type
 - Kit number (assigned by NCRAD)
 - Unique to subject AND visit
- Label will be placed on all collection tubes:
 - 2 x EDTA (Purple-Top) Blood Collection Tubes (10 mL)

Cryovial Labels



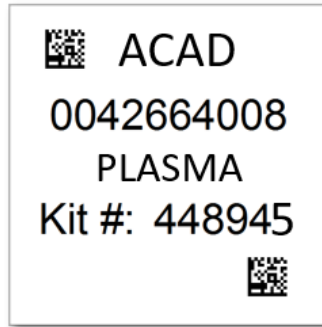
- Only one label to be placed on each cryovial
 - **Plasma**
 - From EDTA tube
 - **Buffy Coat**
 - From EDTA tube

Important: Do not cover barcode that is etched on cryovial.

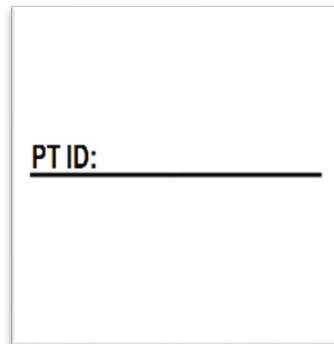


EDTA Collection Tube Labels:

Label 1: Collection Tube Label



Label 2: PTID Label



Collection
Tube Label



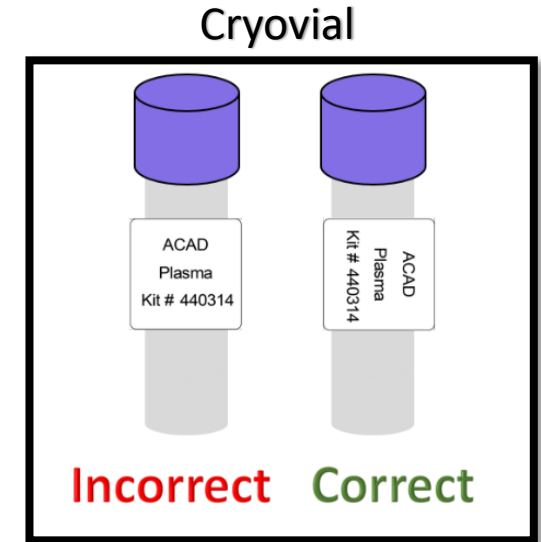
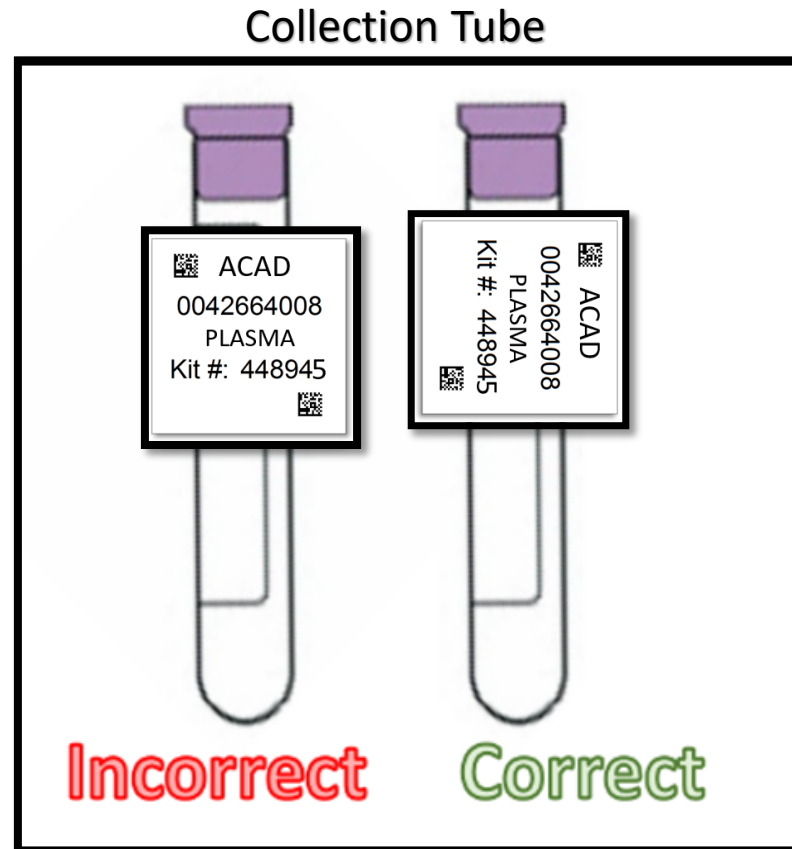
PTID Label

EDTA (Purple-Top) Blood
Collection Tube (10 mL)

Properly Labeling Biologic Samples:

Please...

- Label all collection and cryovial tubes *before* cooling, collecting, processing or freezing samples.
- Label only 1 subject's tubes at a time to avoid mix-ups.
- Wrap the label around the tube *horizontally*. Label position is important for all tube types.
- Make sure the label is completely adhered by rolling between your fingers.



DO NOT cover pre-etched specimen numbers/barcodes on the cryovials!

Handling/Processing Study Blood Specimens Plasma and Buffy Coat



Site Required Equipment

Blood Collection/Safety Equipment

1. Personal Protective Equipment (PPE)
 - Lab Coat, Safety Glasses
2. Tourniquet
3. Alcohol Prep Pad
4. Gauze Pad
5. Bandage
6. Butterfly Needles and hub
7. Microcentrifuge tube rack
8. Sharps Bin and Lid


Processing/Storage/Shipping Equipment

1. Centrifuge capable of ≥ 2000 rcf with refrigeration to 4°C
2. -80°C Freezer
3. Wet Ice Bucket
4. Dry ice (~45 lbs. per shipment)

Remote Blood Collections ONLY:

1. Cold pack chilled at 4°C
2. Paper towel to wrap ice pack

Blood Collection Tubes

Tube Type	Number of Tubes Drawn	Tube Image
EDTA (Purple-Top) Blood Collection Tube (10 mL) for Plasma and Buffy Coat	X 2	

Cryovial Cap Colors

Cap Color	Sample Type
Purple Cap	Plasma 1.5 mL plasma aliquots per 2.0 mL cryovial
Blue Cap	Plasma Residual Residual volume placed in 2.0 mL cryovial
Gray Cap	Buffy Coat 1.0 mL buffy coat aliquot per 2.0 mL cryovial



2.0 mL
Purple Cap
Cryovial

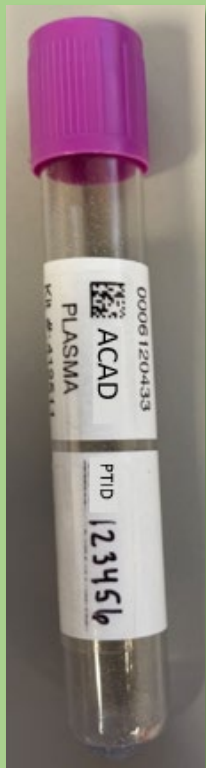


2.0 mL
Blue Cap
Cryovial



2.0 mL
Gray Cap
Cryovial

Plasma Collection

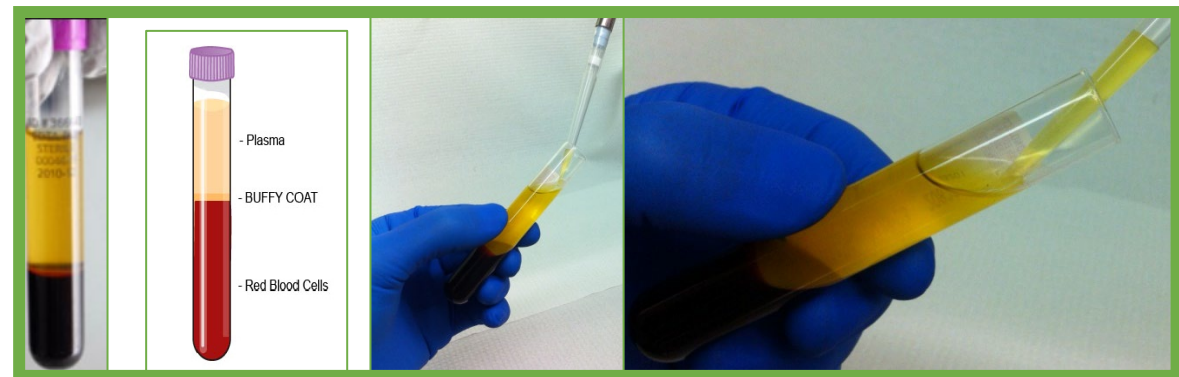


48 slot cryobox with 2.0 mL cryovials – sent to NCRAD

- 2 x EDTA (Purple-Top) Blood Collection Tube (10 mL)
 - Create up to (7) 1.5 mL plasma aliquots to be shipped to NCRAD
 - If residual aliquot created, document specimen number and volume on sample form

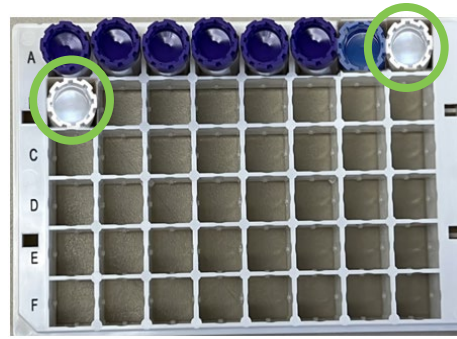
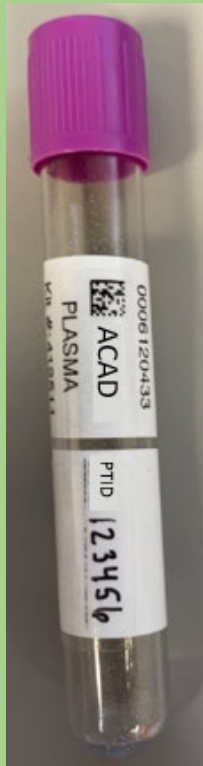


Close up of 2.0 mL Plasma Aliquot



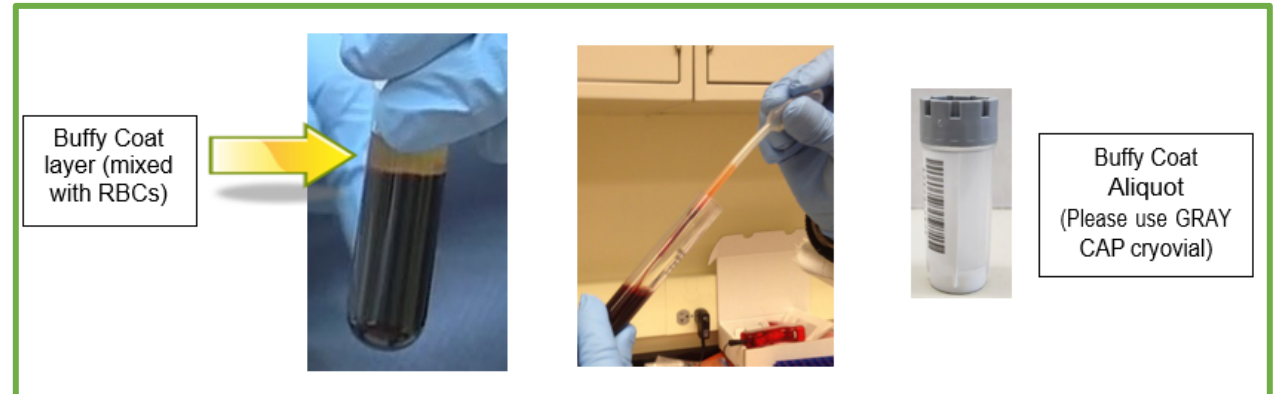
NOTE: When pipetting plasma from the plasma tube into the 15 mL conical tube, be very careful to pipette the plasma top layer only, leaving the buffy coat and the red blood cell layers untouched.

Buffy Coat Collection



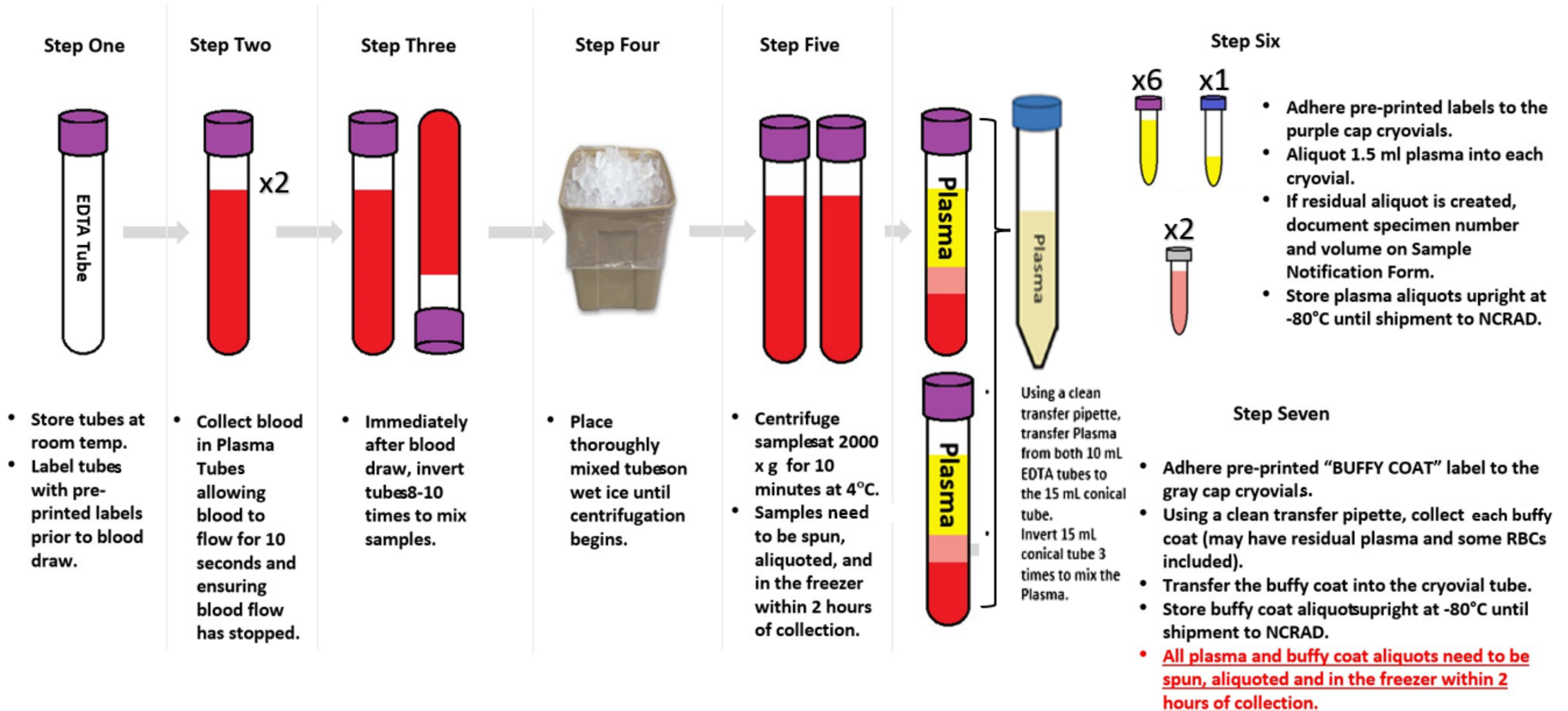
48 slot cryobox with 2.0 mL cryovials – sent to NCRAD

- 2 x EDTA (Purple-Top) Blood Collection Tube (10 mL)
 - Create up to (2) 1.0 mL buffy coat aliquots to be shipped to NCRAD
 - Expected to have a reddish color from the RBCs.
 - Be sure to only place the buffy coat from one EDTA tube into each gray cryovial



NOTE: When pipetting plasma from the plasma tube into the 15 mL conical tube, be very careful to pipette the plasma top layer only, leaving the buffy coat and the red blood cell layers untouched.

Plasma and Buffy Coat Preparation (10ml Purple Top Tube)



Important Note: Ensure all tubes are not expired prior to collection and processing of samples.

If remote draw,

- Keep the samples on 4°C cold pack until you reach the lab for processing.

Incomplete and Difficult Blood Draws

*****Important Note*****

If challenges arise during the blood draw process, it is advised that the phlebotomist discontinue the draw. Attempt to process and submit any blood-based specimens that have already been collected to NCRAD.

If blood redraw is not possible, attempt to collect saliva sample to obtain DNA.



Situations may arise that prevent study coordinators from obtaining the total amount scheduled for biospecimens. In these situations, please follow the below steps:

1. *If the biospecimens at a scheduled visit **are partially** collected:*
 - a) Attempt to process and submit any samples that were able to be collected during the visit
 - b) Document difficulties on the 'Biological Sample and Shipment Notification Form' prior to submission to NCRAD
 - i. Indicate blood draw difficulties at the bottom of the 'Biological Sample and Shipment Notification Form' within the "Notes" section.
 - ii. Complete the 'Biological Sample and Shipment Notification Form' with tube volume approximations and number of aliquots created.
 - c) Contact a NCRAD coordinator and alert them of the challenging blood draw

2. *If the blood biospecimens at a scheduled visit **are not** collected:*
 1. See [Section 10.0](#) Saliva Collection for instructions on how to collect saliva samples.

Frozen Packaging and Shipping Instructions

Plasma and Buffy Coat

IMPORTANT!

**FROZEN SAMPLES MUST BE SHIPPED
MONDAY-WEDNESDAY ONLY!
MONDAY-TUESDAY FOR INTERNATIONAL SITES!**



Blood Sample Shipment Summary

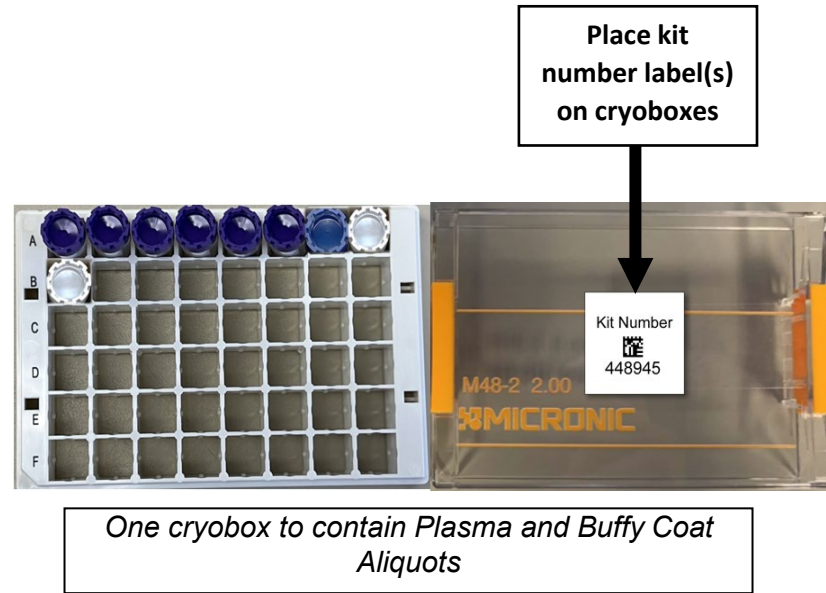
Sample Type	Processing/Aliquoting	Tubes to NCRAD	Ship
Whole blood (Purple-Top EDTA) for isolation of plasma & buffy coat (for DNA extraction)	1.5 mL plasma aliquots per 2.0 mL cryovial (purple caps) Residual volume placed in 2.0 mL cryovials (blue cap)	Up to 7	Frozen
	1.0 mL buffy coat aliquot per 2.0 mL cryovial (gray caps)	Up to 2	Frozen

Notify NCRAD When Samples Ship:

1. **Notify NCRAD of shipment** by emailing NCRAD coordinators at: alzstudy@iu.edu
 - Attach the completed Blood Sample and Shipment Notification Form to the email notification. (See [Appendix C](#) for an example of the NCRAD sample form)
 - Please include the tracking number in the body of the email.
 - *If email is unavailable, please call NCRAD and do not ship until you've contacted and notified NCRAD coordinators about the shipment in advance.*
 - Place the completed Biological Sample and Shipment Notification Form ([Appendix C](#)) in the package on top of the Styrofoam lid for each patient specimen.

Frozen Shipment Packaging:

Place all frozen labeled aliquots of plasma and buffy coat in the cryoboxes.



Place up to 7 plasma and 2 buffy coat cryovials per participant visit inside 48 cell cryobox. Place cryobox in the clear plastic biohazard bag (do NOT remove the absorbent material found in the bag) and seal according to the instructions on the bag to ship to NCRAD frozen.

Batch Shipping

- Batch shipping should be performed every 3 months **or** when specimens from 8 participants accumulates, whichever is sooner.

Frozen Shipment Packaging

- Place 2-3 inches of dry ice in the bottom of the Styrofoam shipping container, then insert the cryoboxes laying upright.
- Fully cover the cryoboxes with about 2 inches of dry ice in the provided shipper.
- Each Styrofoam shipper must contain about 45 lbs (20 kg) of dry ice.
- Fill shipper to the top with dry ice!

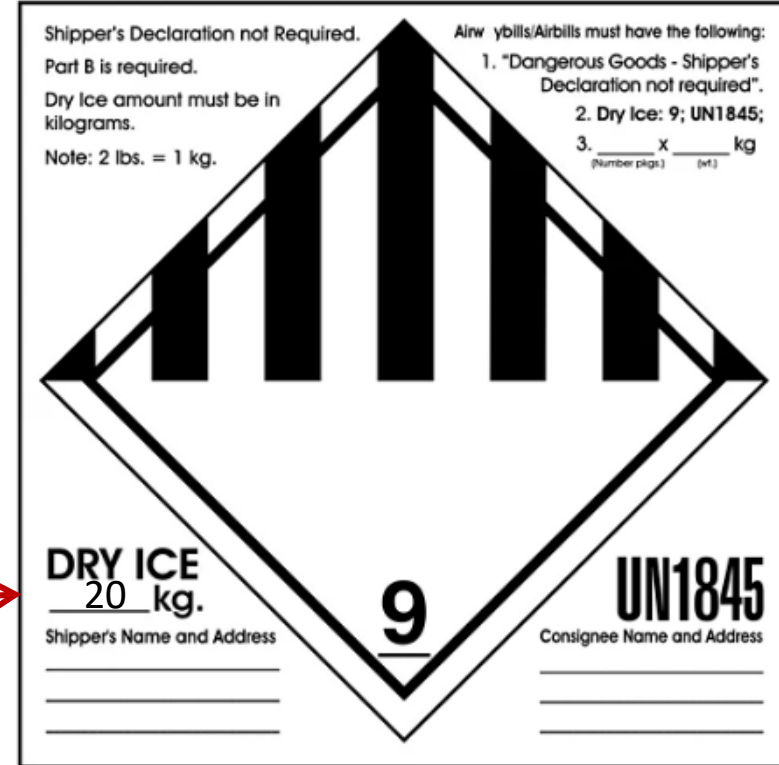


Frozen Shipping Dry Ice Requirements

Failure to do the following will result in shipping carrier rejecting/returning your package!

1. Net weight of dry ice in kg (must match amount on the airbill)!
2. Dry Ice label should not be covered with other stickers and must be completed (see right)!

Net weight of dry ice in **kg**



Shipper's Declaration not Required. Part B is required. Dry Ice amount must be in kilograms. Note: 2 lbs. = 1 kg.

Airwaybills/Airbills must have the following:

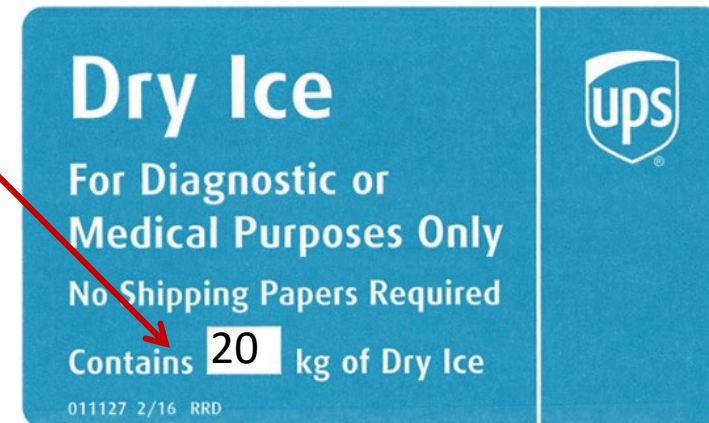
1. "Dangerous Goods - Shipper's Declaration not required".
2. Dry Ice: 9; UN1845;
3. _____ x _____ kg
(Number pails) (wt)

DRY ICE
20 kg.
Shipper's Name and Address

9

UN1845
Consignee Name and Address

FedEx Dry Ice Sticker



Dry Ice

For Diagnostic or Medical Purposes Only
No Shipping Papers Required

Contains **20** kg of Dry Ice

011127 2/16 RRD

ups

UPS Dry Ice Sticker

Critical Frozen Shipping Instructions

1. Hold packaged samples in -80°C freezer until time of pick-up/drop-off.

2. Frozen shipments should be shipped Monday - Wednesday ONLY to avoid shipping delays on Thursday or Friday. Monday - Tuesday for INTERNATIONAL SITES!

BE AWARE OF HOLIDAYS and current weather conditions!

3. Notify NCRAD of sample shipment the day you ship for tracking purposes.

4. Remember to complete the requisition forms and include a copy in your shipment with the samples: Blood Sample and Shipment Notification ([Appendix C](#)).

5. ***Do not ship blood in same container as saliva as the saliva should be at ambient temperature and not frozen.***

Saliva Collection



Saliva Collection Schedule



****If not able to collect blood samples for a participant, Saliva can be collected for DNA extraction****

ACAD Saliva Collection Schedule

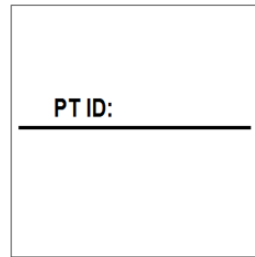
Sample Type	Tube Type	Number of Tubes Supplied in Kit	Tubes to NCRAD	Volume	Ship
Saliva for DNA extraction	Oragene Saliva Collection Tube (OG-500)	1	1	2.0 mL of Saliva collected in each 4.0 mL tube	Ambient

Saliva Specimen Labels

Provided by NCRAD



Two Label Types

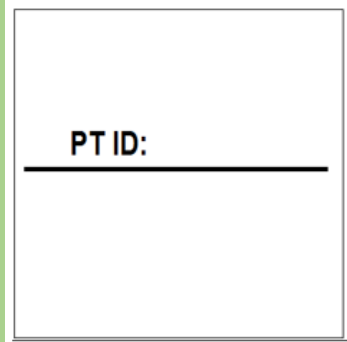


PTID Labels



Specimen Labels

PTID Labels



PTID:

- Subjects will be identified by their PTID.
 - The PTID may only be available shortly before the visit
- Sites will be responsible for handwriting this onto the provided labels
 - Must use fine point permanent marker
 - Write information on label prior to adhering to tube
- Label will be placed on all collection tubes:
 - Oragene Saliva Collection Tube (OG-500)

Specimen Labels



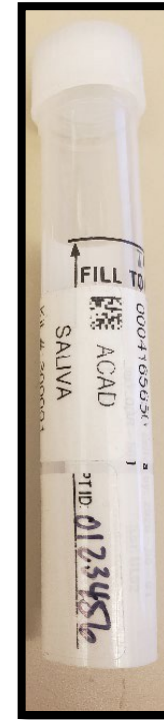
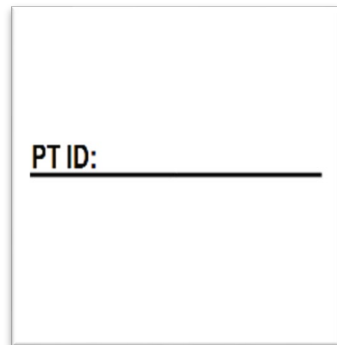
- Specimen Labels have 4 components:
 - Study name
 - 10-digit specimen number (assigned by NCRAD)
 - Specimen type
 - Kit number (assigned by NCRAD)
 - Unique to subject AND visit
- Label will be placed on all collection tubes:
 - Oragene Saliva Collection Tube (OG-500)
 - Saliva Sample and Shipment Notification Form (Appendix D)

Oragene Saliva Collection Tube Labels:

Label 1: Specimen Label



Label 2: PTID Label



Specimen
Label

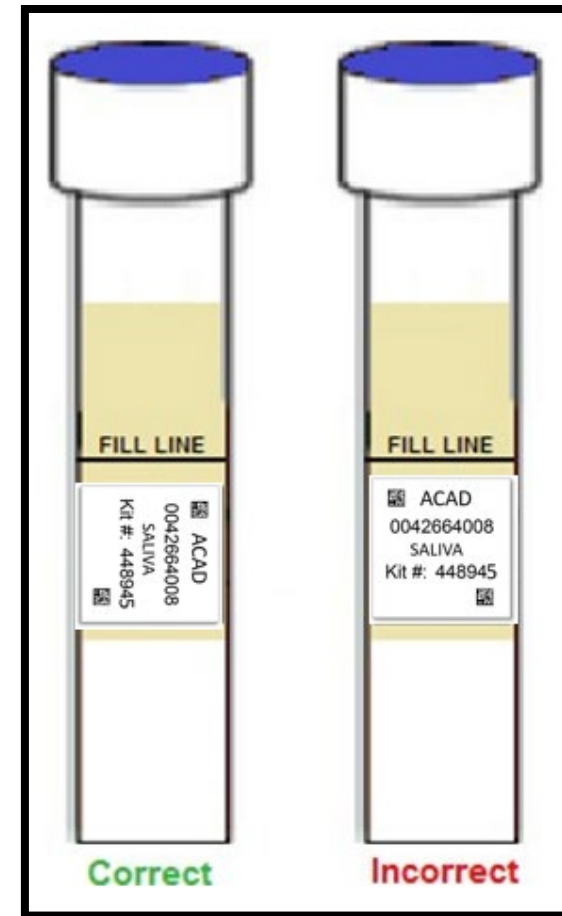
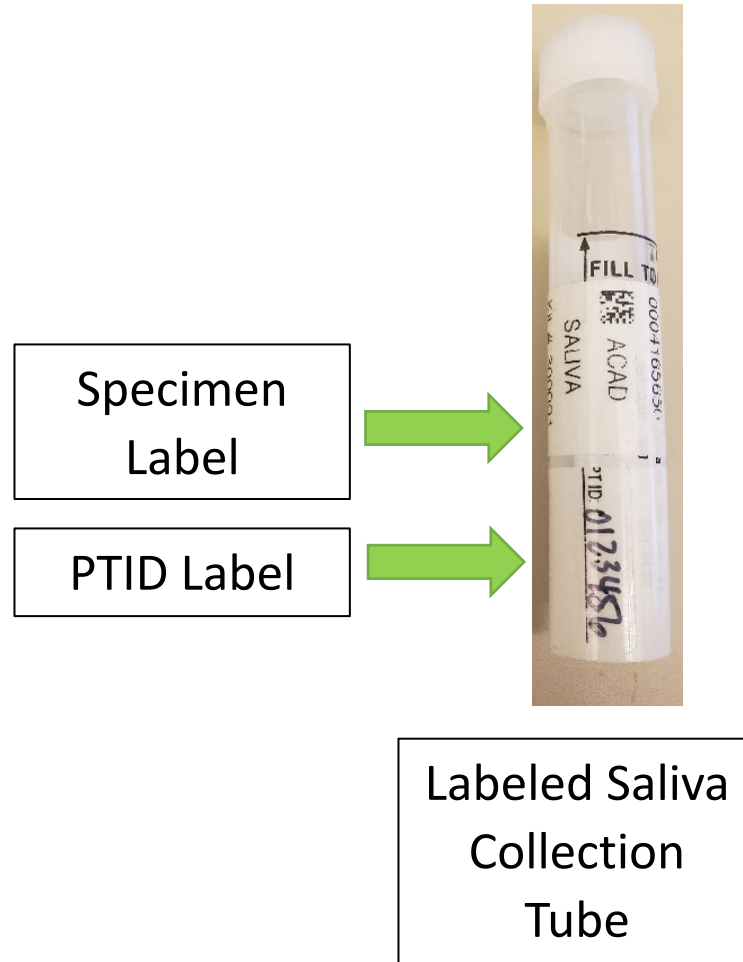
PTID Label

Labeled Oragene Saliva
Collection Tube

Properly Labeling Saliva Samples:

Please...


- Label saliva tubes *before* sample collection.
- Label only 1 subject's tubes at a time to avoid mix-ups.
- Wrap the label around the tube *horizontally*. Place barcode toward the tube cap AND below the "Fill To" line.
 - Label position is important for *all* tube types.
- Make sure the label is completely adhered by rolling between your fingers.



Handling/Processing Study Saliva Specimens

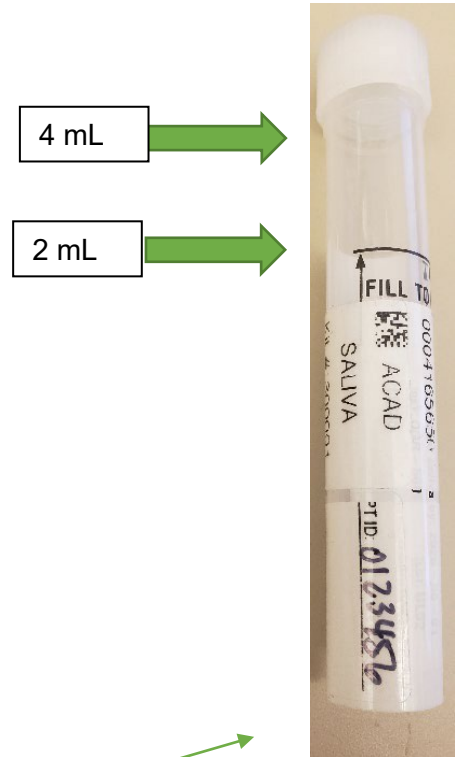


Saliva Collection Kit

Tube Type	Number of Tubes Drawn	Kit Image
Oragene Saliva Collection Tube (OG-500) – DNA Kit	X 1	 A photograph of the Oragene-DNA Saliva Collection Kit components. It includes a clear plastic storage box with a blue label, a white saliva collection tube with a blue cap, a small white packet labeled '1' with a diagram of a person, and a small blue cap. The items are arranged on a light blue surface.

Critical Saliva Collection Instructions:

- Do NOT remove plastic film from the lid.
- Subject should not eat, drink, smoke, chew gum or brush teeth for 30 minutes prior to giving sample.
- Subject does NOT need to rinse their mouth prior to giving the sample.
- Do not over-fill the saliva tube as tubes can leak during shipment, resulting in a loss of sample.

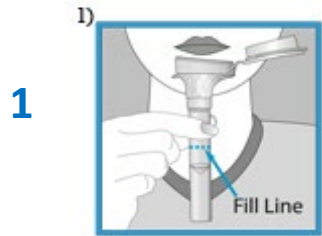


Saliva Collection Preparation Tips:

- Most people take between 2 and 5 minutes to deliver a saliva sample. If the subject finds it difficult to produce a sample, instruct them to relax and rub their cheeks gently for 30 seconds to generate saliva.
- Some other helpful hints to increase saliva output:
 - Hydrate before collection. Drink at least one large glass of water prior to collection – must be done at least 30 minutes prior to collection (be mindful to explain they should not eat/drink 30 minutes before giving the sample).
 - Smelling appealing aromas, such as citrus fruits, can help with saliva production
 - Telling participant to take their time filling the tube. Most participants take just a few minutes to complete, but those with dry mouth might need to take longer and shouldn't feel rushed.

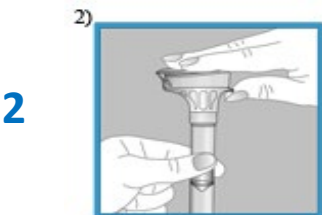
Saliva Collection Procedure:

[Saliva Collection Instructions - \(link\)](#)

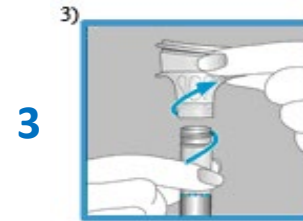


Do NOT remove the plastic film from the lid of the container. Spit into funnel until the amount of liquid saliva (not including bubbles) reaches the fill line shown in picture #1.

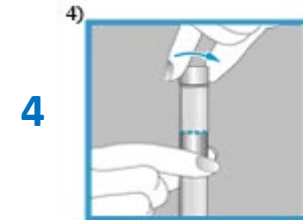
Note: The saliva tube has a false bottom, so you will only need to provide 2 ml of saliva to reach the fill line. **Do NOT fill above the line.**



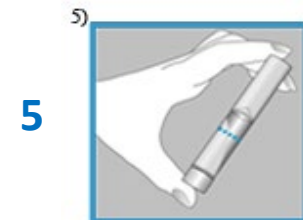
After collection, hold the tube upright with one hand and close the funnel lid with the other hand (as shown) by firmly pushing the lid until you hear a loud click. The liquid in the lid will be released into the tube to mix with the saliva. Make sure that the lid is closed tightly.



Hold the tube upright. Unscrew the funnel from the tube.



Pick up the small cap for the tube. Use the small cap to close the tube tightly. Discard the funnel.



Shake the capped tube for 5 seconds.

6 Complete the Saliva Sample and Shipment Notification Form(s) (Appendix D) and include in shipment with saliva sample(s).

Video of Saliva Collection Procedure:

- The following training video is available to assist you with the saliva collection:

<http://www.dnagenotek.com/ROW/support/ciOG500.html>

Ambient Packaging and Shipping Instructions

Saliva

IMPORTANT!

**AMBIENT SAMPLES MUST
BE SHIPPED
MONDAY-THURSDAY ONLY!**



Notify NCRAD When Samples Ship:

1. **Notify NCRAD of shipment** by emailing NCRAD coordinators at: alzstudy@iu.edu

➤ Attach the following to the email:

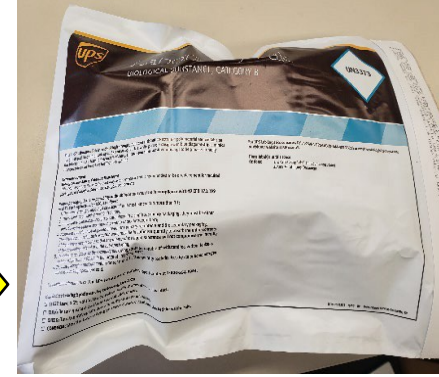
- Completed Saliva Sample and Shipment Notification Form to the email notification. (See [Appendix D](#) for an example of the NCRAD sample form)
- If email is unavailable, please call NCRAD and do not ship until you've contacted and notified NCRAD coordinators about the shipment in advance.
- Please include the tracking number in the body of the email.
- Place physical copy of the filled out Saliva Sample and Shipment Notification ([Appendix D](#)) in your shipment.

Ambient Shipping Instructions: Saliva



**Bulk shipping box
containing 36
saliva samples
wrapped in
biohazard bags**

UPS ClinPak



1. Place saliva sample into the provided biohazard bag with absorbent sheet. Seal biohazard bag according to the instructions on the bag.
2. Roll packaging around the tube and place sample into the provided Bulk Saliva Shipping Box for batch shipping.
3. Place bulk shipping box containing 36 saliva samples inside UPS ClinPak.
4. Place Exempt Human Specimen label and UPS shipping airbill on the outside of the ClinPak ensuring no labels are covered.
5. Include completed Saliva Sample and Shipment Notification Form(s) (Appendix D) inside ClinPak with samples.
6. Use UPS tracking to ensure delivery occurs.

Ambient Saliva Shipping Instructions – Remote Draws:

UCSD and UMB



1. If remote draw, place sample inside biohazard bag with absorbent sheet and then place inside small bubble mailer.
2. Place Exempt Human Specimen label and prepaid USPS shipping airbill on the outside of the bubble mailer ensuring no labels are covered.
3. Include completed Saliva Sample and Shipment Notification Form (Appendix D) inside bubble mailer with sample.

Critical Ambient Shipping Instructions

Saliva

1. SHIP ALL AMBIENT SAMPLES MONDAY - THURSDAY ONLY. BE AWARE OF HOLIDAYS.

BE AWARE OF INCIPIENT INCLEMENT WEATHER THAT MAY DELAY SHIPMENT/DELIVERY OF SAMPLES.

2. Notify NCRAD of sample shipment the day you ship for tracking purposes.

3. Place physical copy of the completed Saliva Sample and Shipment Notification Form(s) (Appendix D) inside the ClinPak or bubble mailer.

4. *Do not ship saliva in same container as blood as the saliva should be at ambient temperature and not frozen.*

Creating Airbills/Scheduling Pickups via ShipExec

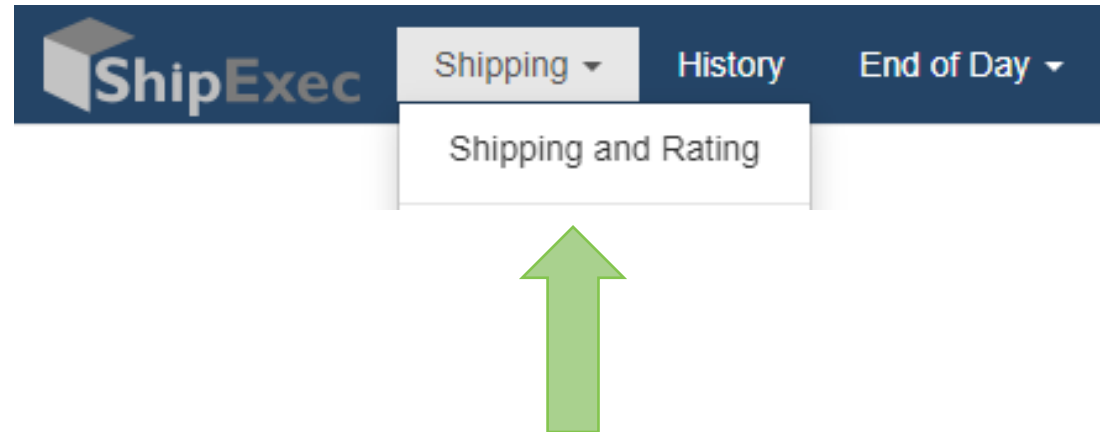
Frozen and Ambient Shipments



UPS ShipExec™ Thin Client Website

Log into the ShipExec Thin Client:
<https://kits.iu.edu/UPS>

Click on the “Shipping” dropdown and
click on “Shipping and Rating”



Finding Your Contact Information

- On the right side of the screen, choose the name of your study from the “Study Group” drop down menu
 - This step must be done 1st*



Shipment Information

Study Group	<input type="text"/>	▼
Weight	<input type="text"/>	LB ▼
Dry Ice Weight	<input type="text"/>	LB ▼
Description of Return	Biological Specimens	

[Pickup Request](#)

- On the left side of the screen, Click on the magnifying glass icon



Ship From

[Clear](#)

Code

Company

Contact

Address 1

Address 2

Address 3

City

State/Province

Postal Code

Country/Territory

Finding Your Contact Information

- On the right side of the screen, a list of all the site addresses within the study you selected should populate
- User can filter the search for their address further by filling in the “Company”, “Contact”, or “Address 1” fields
- Hit “Search” when ready.
- Once you have found your site address, click on the “Select” button to the left of the address
- If any information needs to be updated, please reach out to the NCRAD Coordinator of your study

Select address book

Address Book	Type
RETURNS	Company

Group:

Code:

Company:

Contact:

Address 1:

Address 2:

Address 3:

City:

State/Province:

Postal Code:

Country/Territory:

Email:

Phone Fax:

Account / Tax:

Action	Code	Company
<input type="button" value="Select"/>	ACAD 05	Centre for Addiction and Mental Health (Univ. of Toronto)
<input type="button" value="Select"/>	ACAD 08	UCSD
<input type="button" value="Select"/>	ACAD 03	UCSF Weill Institute for Neurosciences, Memory and Aging Center
<input type="button" value="Select"/>	ACAD 03	UCSF Weill Institute for Neurosciences, Memory and Aging Center
<input type="button" value="Select"/>	ACAD 02	University of Massachusetts - Boston
<input type="button" value="Select"/>	ACAD 05	Centre for Addiction and Mental Health

Verify Information

- Please verify that both the shipping information AND study reference are correct for this shipment

Ship From		Shipment Information	
<input type="text"/>	<input type="button" value="Clear"/>	Study Group	ACAD
Code	ACAD 05	Weight	LB
Company	Centre for Addiction and Mental Health (Univ. of Toronto)	Dry Ice Weight	LB
Contact	Wai Haung (Ho) Yu	Description of Return	Biological Specimens
Address 1	250 College St.	<input type="button" value="Pickup Request"/>	
Address 2	Room 202		
Address 3			
City	Toronto		
State/Province	ON		
Postal Code	M5T1R8		
Country/Territory	Canada		

Entering Shipment Information

- **Frozen shipments**
 - Enter the total weight of your package in the “Weight” field
 - Enter the dry ice weight in the “Dry Ice Weight” field
 - The “Dry Ice Weight” field cannot be higher than the “Weight” field (will receive an error message)
- **Ambient shipments**
 - Enter the total weight of your package in the “Weight” field and **leave the “Dry Ice Weight” field empty.**

Shipment Information

Study Group	ACAD	▼
Weight	50	LB ▼
Dry Ice Weight	45	LB ▼
Description of Return	Biological Specimens	

Pickup Request

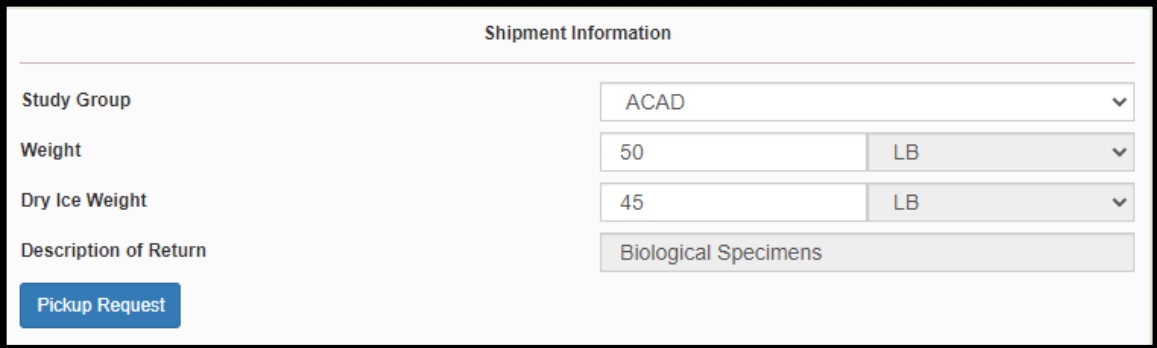
Shipment Information

Study Group	ACAD	▼
Weight	1	LB ▼
Dry Ice Weight		LB ▼
Description of Return	Biological Specimens	

Pickup Request

Need to request UPS Pickup?

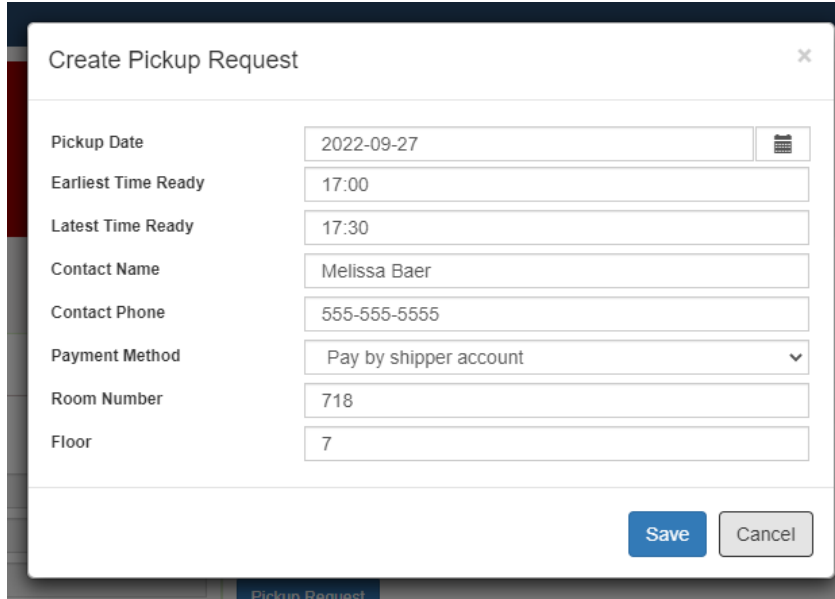
- Click on the “Pickup Request” button
- Fill out all fields for the pickup request
- Enter in the “Earliest Time Ready” and “Latest Time Ready” in 24-hour format
 - Users must schedule pickup minimum 1 hour before “Earliest Time Ready”.
- Choose a name and number that is the best to contact if the UPS driver has questions related to picking up your package
- Entering the Room Number and Floor will help the UPS driver locate your package
 - Room number field is free text
 - Floor field is numerical only
- Hit “Save” when done



The screenshot shows a form titled "Shipment Information" with the following fields:

Study Group	ACAD
Weight	50 LB
Dry Ice Weight	45 LB
Description of Return	Biological Specimens

At the bottom of the form is a blue button labeled "Pickup Request".



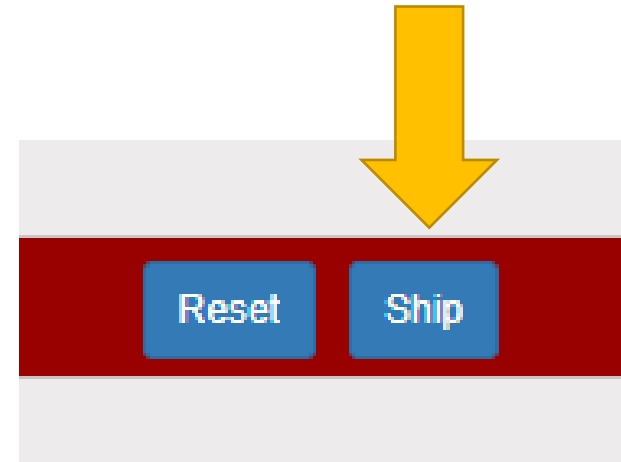
The screenshot shows a dialog box titled "Create Pickup Request" with the following fields:

Pickup Date	2022-09-27
Earliest Time Ready	17:00
Latest Time Ready	17:30
Contact Name	Melissa Baer
Contact Phone	555-555-5555
Payment Method	Pay by shipper account
Room Number	718
Floor	7

At the bottom right of the dialog box are two buttons: "Save" (blue) and "Cancel" (grey).

Shipping Packages

- If all fields in “Ship From” and “Shipment Information” fields are completed, and pickup request is completed (if necessary), click Ship in the bottom right corner of the page



Accessing Airbill

Shipment Receipt

ShipExec™ Shipment Receipt

Transaction Date: Tuesday, December 8, 2020

Pickup No: 2929602E9CP

Address Information

Ship To:	Shipper:	Ship From:
John Smith	lugb	lugb
Indiana University	Iu School Of Medicine	Iu School Of Medicine
980 W. Walnut Street	351 W 10Th St	351 W 10Th St
Indianapolis, IN 46202	Indianapolis, IN 46202	Indianapolis, IN 46202

Shipment Information

Service: UPS Next Day Air (UPS Adapter)

Package Information

Pkg No	Tracking No	Packaging Type	Actual Wt	Billable Wt	Insured Value
1	1Z976R8W8430841976	Customer Packaging	20.0	20	0.00

Airbill

JOHN SMITH
317-556-1234
INDIANA UNIVERSITY
980 W. WALNUT STREET
INDIANAPOLIS IN 46202

20 LBS
RS

1 OF 1

SHIP TO:
IUGB
317-278-6158
IU SCHOOL OF MEDICINE
TK 217
351 W 10TH ST
INDIANAPOLIS IN 46202



IN 461 9-01



UPS NEXT DAY AIR

1

TRACKING #: 1Z 976 R8W 84 3084 1976



BILLING: PIP
DESC: Biological Specimens
RETURN SERVICE
UN1845, DRY ICE, CLASS 9, 1 x 4.5 KG
AUDIT REQUIRED

Reference No. 1: 5683820

- Check Pickup Status by going to [UPS.com](https://www.ups.com), click on the Shipping, select Schedule a Pickup, and look on the right side of screen to click on "Pickup Request Status". Enter in the Pickup No. listed on receipt into PRN field and submit

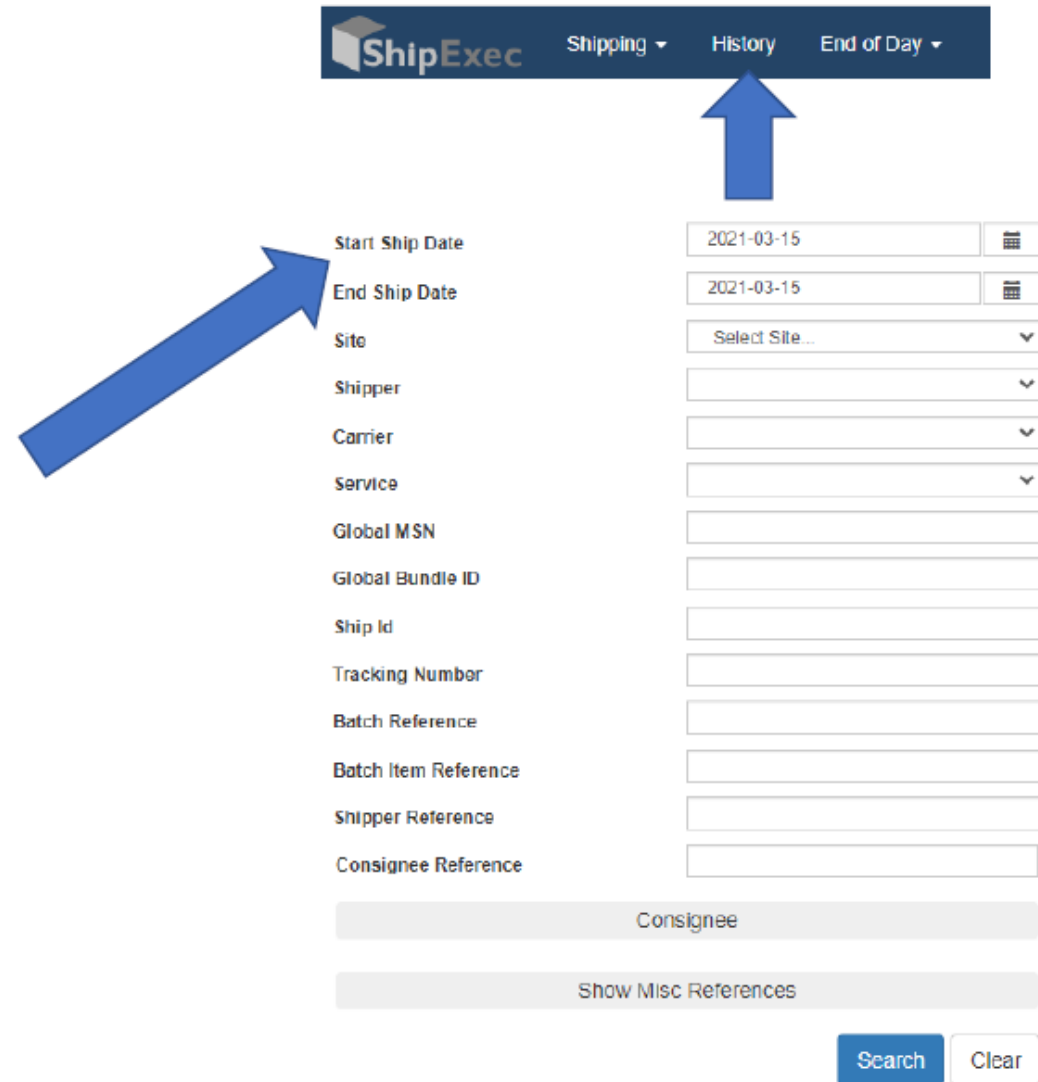
Accessing Airbill

- Print out the UPS air waybill
- Fold the UPS air waybill and slide it inside the plastic UPS sleeve (NCRAD will provide these in kit requests upon request).
- Peel the back off the plastic UPS sleeve and stick the sleeve to your package, making sure it is laying as flat as possible along the surface of the package.

JOHN SMITH 317-555-1234 INDIANA UNIVERSITY 980 W. WALNUT STREET INDIANAPOLIS IN 46202	20 LBS RS	1 OF 1
SHIP TO: IUGB 317-278-6158 IU SCHOOL OF MEDICINE TK 217 351 W 10TH ST INDIANAPOLIS IN 46202		
	IN 461 9-01 	
UPS NEXT DAY AIR		1
TRACKING #: 1Z 976 R8W 84 3084 1976		
 SAMPLE		
BILLING: P/P DESC: Biological Specimens RETURN SERVICE UN1945, DRY ICE, CLASS 9, 1 x 4.5 KG AUDIT REQUIRED		
Reference No.1: 8583320		

Reprint Airbills/Voiding Shipments

- To reprint airbill or void a shipment, click “History” at the top of the ShipExec Thin Client portal
- If your shipment doesn’t automatically pop up, enter in the date of shipment and then click “Search”



The screenshot shows the ShipExec Thin Client portal interface. At the top, there is a navigation bar with the ShipExec logo and three menu items: "Shipping", "History", and "End of Day". A blue arrow points to the "History" menu item. Below the navigation bar, there is a search filter section with the following fields:

- Start Ship Date: 2021-03-15
- End Ship Date: 2021-03-15
- Site: Select Site...
- Shipper: [Dropdown]
- Carrier: [Dropdown]
- Service: [Dropdown]
- Global MSN: [Text Input]
- Global Bundle ID: [Text Input]
- Ship Id: [Text Input]
- Tracking Number: [Text Input]
- Batch Reference: [Text Input]
- Batch Item Reference: [Text Input]
- Shipper Reference: [Text Input]
- Consignee Reference: [Text Input]

At the bottom of the search filter section, there are two buttons: "Consignee" and "Show Misc References". Below these buttons are two more buttons: "Search" and "Clear". A blue arrow points to the "Start Ship Date" field.

Reprint Airbill

- Click the print icon to reprint airbill

Action	Global MSN	Tracking Number	Shipper Reference	Consignee Reference	Ship Date	Weight	Rated Weight	Dimension
  	9506	1Z976R8W8430841976		6683830	2020-12-08	20 LB	20 LB	

Void Shipment

- To void a shipment, click on the “X” symbol

Action	Global MSN	Tracking Number	Shipper Reference	Consignee Reference	Ship Date	Weight	Rated Weight	Dimension
  	9506	1Z976R8W8430841976		6683830	2020-12-08	20 LB	20 LB	

Creating a ShipExec Account

- Please email the NCRAD Coordinator if you do not have a ShipExec Account:
 - Zoë Potter - zdpotter@iu.edu
- Once your ShipExec account is created, you will get an email from noreply@shipexec.com. This email will have a temporary password in the body of the email. Login using this password.
- You will then be prompted to reset your password.
- *Look in your junk folder in case the email is being incorrectly flagged.*

International Shipping Instructions



International Shipping Instructions - ShipExec

1. Log into the ShipExec™ Thin Client at [ShipExec™™ Thin Client](#).
2. All international shipments will utilize the same packing requirements as specified in [Section 9.0](#) and [Section 10.5 \(slides 62-68\)](#) (Frozen and Ambient Shipping Instructions).
3. Two components are necessary for international shipments:
 1. International UPS return airbill
 2. International Commercial Invoice

International Shipping Instructions – ShipExec (cont.)

1. Follow ShipExec™ Frozen and Ambient Shipping Instructions, **steps 1 – 7**, specified in [Section 9.2](#) and [Section 10.5.2. \(Slides 62-68\)](#):
 - a. Once you click ‘Ship’, the following documents will automatically be created/downloaded:
 - i. UPS Package Label
 - ii. UPS Commercial Invoice
 - iii. ShipExec™ Return Shipment Receipt

Commercial Invoice:

1. Open the UPS Commercial Invoice:
 1. Ensure all information is correct.
 2. Fill in the harmonization code (see below example):

Units	U/M	Description of Goods/Part No.	Harm.Code	C/T/O	Unit Value	Total Value
1	PC	Biological Specimens	3002.12.00.90	CA	150	150

- i. Human Plasma and Buffy Coat: 3002.12.00.90

OR

- i. Human Saliva: 3002.90.90

3. Enter the following in 'Additional Comments' section:
 - i. Reason for export: Medical Research. Samples are for laboratory research purposes only and are not for use in live human nor animal research. Samples are non-dangerous, non-toxic, and non-infectious. Samples not intended for human nor animal consumption. This shipment does not contain animal products or byproducts. I declare that the information mentioned above is true and correct to the best of my knowledge.

Printing Commercial Invoice and Airbill:

1. Print, sign and date 3 copies of the UPS Commercial Invoice. Fold in half.
 - i. Use black or blue pen only
2. Print 1 copy of UPS Package Label (airbill). Fold in half.
3. Place airbill on top of 3 completed copies of the commercial invoice. Place papers inside an airbill sleeve and adhere to the shipping box.

Critical International Shipping Instructions

1. SHIP ALL AMBIENT SAMPLES MONDAY - THURSDAY ONLY. BE AWARE OF HOLIDAYS.

2. INTERNATIONAL SITES SHIP ALL FROZEN SAMPLES MONDAY - TUESDAY ONLY. BE AWARE OF HOLIDAYS.

3. BE AWARE OF INCIPIENT INCLEMENT WEATHER THAT MAY DELAY SHIPMENT/DELIVERY OF SAMPLES.

4. Notify NCRAD of sample shipment the day you ship for tracking purposes.

5. Place physical copy of the completed Sample and Shipment Notification Form(s) inside the ClinPak or bubble mailer.

6. *Do not ship saliva in same container as blood as the saliva should be at ambient temperature and not frozen.*

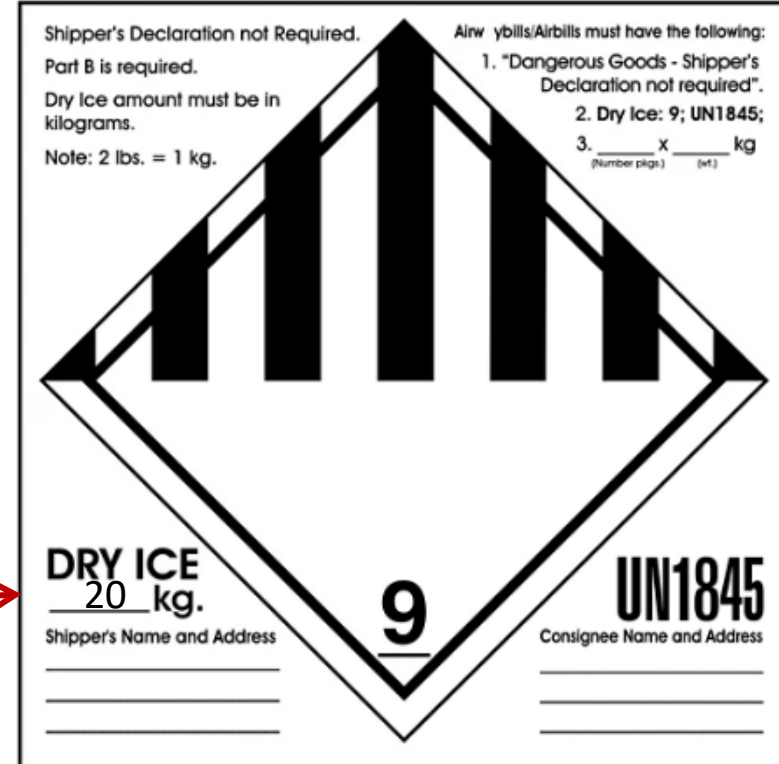
Frozen Shipping Dry Ice Label Requirements

Failure to do the following will result in shipping carrier rejecting/returning your package!

1. Net weight of dry ice in kg (must match amount on the airbill)!
2. Dry Ice label should not be covered with other stickers and must be completed (see right)!

Important Reminder:
Ensure all warning labels are adhered to package and are not covered.

Net weight of dry ice in **kg**



Shipper's Declaration not Required. Part B is required. Dry Ice amount must be in kilograms. Note: 2 lbs. = 1 kg.

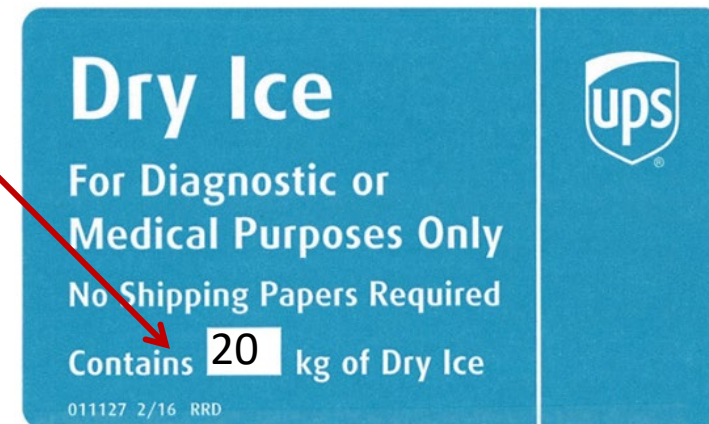
Airwaybills/Airbills must have the following:
1. "Dangerous Goods - Shipper's Declaration not required".
2. Dry Ice: 9; UN1845;
3. _____ x _____ kg
(Number pieces) (wt)

DRY ICE
20 kg.
Shipper's Name and Address

9

UN1845
Consignee Name and Address

FedEx Dry Ice Sticker



Dry Ice

For Diagnostic or Medical Purposes Only
No Shipping Papers Required

Contains **20** kg of Dry Ice

011127 2/16 RRD

ups


UPS Dry Ice Sticker

Additional Resources:

- UPS International Customer Service Center: [1-800-782-7892](tel:1-800-782-7892)
- [Commercial Invoice How-to Guide](#)

Example International Commercial Invoice

INVOICE Page 1

FROM		Shipment ID: [REDACTED]																	
Tax ID/VAT No.: [REDACTED]																			
Contact Name: [REDACTED] [REDACTED] [REDACTED] Toronto, ON M5T1R8 CA Phone: [REDACTED]		Invoice No.: [REDACTED] Date: 12/22/2022 PO No.: ACAD Terms of Sale(Incoterm): Reason for Export: P																	
SHIP TO		SOLD TO INFORMATION																	
Tax ID/VAT No.: [REDACTED] Contact Name: [REDACTED] [REDACTED] Indianapolis IN-46202 US Phone: [REDACTED]		Tax ID/VAT No.: [REDACTED] Contact Name: [REDACTED] [REDACTED] Indianapolis IN-46202 US Phone: [REDACTED]																	
Units	U/M	Description of Goods/Part No.	Harm.Code C/T/O	Unit Value	Total Value														
1	PC	Biological Specimens	3002.12.00.90 CA	150	150														
<p>Additional Comments: Reason for export: Medical Research. Samples are for laboratory research purposes only and are not for use in live human nor animal research. Samples are non-dangerous, non-toxic, and non-infectious. Samples not intended for human nor animal consumption. This shipment does not contain animal products or byproducts. I declare that the information mentioned above is true and correct to the best of my knowledge.</p>																			
<p>Declaration Statement: The exporter of the products covered by this document declares that except where otherwise clearly indicated these products are of EEA preferential origin.</p>			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Invoice Line Total:</td> <td style="text-align: right; padding: 2px;">150.00</td> </tr> <tr> <td style="padding: 2px;">Discount/Rebate:</td> <td style="text-align: right; padding: 2px;">0.00</td> </tr> <tr> <td style="padding: 2px;">Invoice Sub-Total:</td> <td style="text-align: right; padding: 2px;">150.00</td> </tr> <tr> <td style="padding: 2px;">Freight:</td> <td style="text-align: right; padding: 2px;">0.00</td> </tr> <tr> <td style="padding: 2px;">Insurance:</td> <td style="text-align: right; padding: 2px;">0.00</td> </tr> <tr> <td style="padding: 2px;">Other:</td> <td style="text-align: right; padding: 2px;">0.00</td> </tr> <tr> <td style="padding: 2px;">Total Invoice Amount:</td> <td style="text-align: right; padding: 2px;">150.00 USD</td> </tr> </table>			Invoice Line Total:	150.00	Discount/Rebate:	0.00	Invoice Sub-Total:	150.00	Freight:	0.00	Insurance:	0.00	Other:	0.00	Total Invoice Amount:	150.00 USD
Invoice Line Total:	150.00																		
Discount/Rebate:	0.00																		
Invoice Sub-Total:	150.00																		
Freight:	0.00																		
Insurance:	0.00																		
Other:	0.00																		
Total Invoice Amount:	150.00 USD																		
Shipper: <i>Jane Doe</i>		Date: 1/5/2023																	
			Total Number of Packages: 1																
			Total Weight: 50 LBS																
<p>These items are controlled by the U.S. Government and authorized for export only to country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into items, without first obtaining approval from the U.S. government or as authorized by U.S. law and regulations.</p>																			

Sample Forms




Appendix A: GUID Demographics Form

Appendix A: GUID Demographics Form

Please be certain to collect the following demographic information to generate a Global Uniquelntentifier. **Do NOT** return this information to NCRAD. Only send the GUID to NCRAD.

1. Complete legal given (first) name of subject at birth: _____
2. Complete additional (middle) name or names at birth: _____
3. Complete legal family (last) name of subject at birth: _____
4. Suffix: _____
5. Date of Birth: _____
6. Name of city/municipality in which subject was born: _____
7. Country of birth: _____


 **Appendix C**
Site ID: _____ Participant ID: _____
Blood Sample and Shipment Notification Form
Please email this form prior to the date of shipment.

To: Kelley Faber Email: alzstudy@iu.edu Phone: 1-800-526-2839

General Information: UPS tracking #: _____
From: _____ Date: _____
Phone: _____ Email: _____

Study: ACAD U19 GUID: _____ Kit #: _____
Visit (circle one): V01 V02

KIT BARCODE

 **Appendix D**
Site ID: _____ Participant ID: _____
Saliva Sample and Shipment Notification Form
Please email or fax this form prior to the date of shipment.

To: Kelley Faber Email: alzstudy@iu.edu Phone: 1-800-526-2839

General Information: UPS tracking #: _____
From: _____ Date: _____
Phone: _____ Email: _____

Study: ACAD U19 GUID: _____ Specimen Label: _____
Visit (circle one): V01 V02

Specimen Label

Appendix B: Rate of Centrifuge Worksheet

Appendix B: Rate of Centrifuge Worksheet

Please complete and return this form by fax or email to the NCRAD Project Manager if you have any questions regarding sample processing. The correct RPM will be sent back to you. You can also use online calculators like this one -

<https://www.sigmaaldrich.com/CA/en/support/calculators-and-apps/g-force-calculator>

For this, you will need

RPM

Radius of rotor – Distance from center to middle of bucket

Submitter Information

Name:

Site:

Submitter e-mail:

Centrifuge Information

Please answer the following questions about your centrifuge.

Centrifuge Type

Fixed Angle Rotor:

Swing Bucket Rotor:

Radius of Rotation (mm):

Determine the centrifuge's radius of rotation (in mm) by measuring distance from the center of the centrifuge spindle to the bottom of the device when inserted into the rotor (if measuring a swing bucket rotor, measure to the middle of the bucket).

Calculating RPM from G-Force:

$$RCF = \left(\frac{RPM}{1,000} \right)^2 \times r \times 1.118 \Rightarrow RPM = \sqrt{\frac{RCF}{r \times 1.118}} \times 1,000$$

RCF = Relative Centrifugal Force (G-Force)

RPM = Rotational Speed (revolutions per minute)

R = Centrifugal radius in mm = distance from the center of the turning axis to the bottom of centrifuge

Comments:

Please send this form to NCRAD Study Coordinator

alzstudy@iu.edu

You are not required to send this to the NCRAD Study Coordinator.
This is a tool to help calculate rate of centrifuge.



Appendix C: Blood Sample and Shipment Notification Form

Note:

Please ensure forms are filled out in their entirety. Complete during the participant study visit as samples are processed to guarantee accuracy.

Send by E-mail prior to shipment, and include a copy in each shipment

Appendix C

Site ID: _____ Participant ID: _____
Blood Sample and Shipment Notification Form
Please email this form prior to the date of shipment.

To: Kelley Faber Email: alzstudy@iu.edu Phone: 1-800-526-2839

General Information: UPS tracking #: _____

From: _____ Date: _____
 Phone: _____ Email: _____

Study: ACAD U19 GUID: _____ Kit #: _____
 Visit (circle one): V01 V02
 Sex: M F Year of Birth: _____

KIT BARCODE

Blood Collection:

1. Date Drawn: _____ [MMDDYY]	2. Time of Draw: _____ [HHMM]
3. Last time subject ate: _____ [MMDDYY]	4. Last time subject ate: _____ [HHMM]

Blood Processing:

Plasma & Buffy Coat (Purple-top) Tube (10 mL)	
Time spin started: _____	_____ [HHMM]
Duration of centrifuge: _____	_____ Minutes
Temp of Centrifuge: _____ °C	Rate of centrifuge: _____ x g
Time aliquoted: _____	_____ [HHMM]
Number of 1.5 mL plasma aliquots created (lavender cap): _____	
If applicable, volume of residual plasma aliquot (less than 1.5 mL in blue cap): _____ mL	
If applicable, specimen number of residual plasma aliquot (last four digits): _____	
Buffy coat specimen numbers (last four digits): _____	Buffy Coat #1: _____ Buffy Coat #2: _____
Buffy coat volumes: _____	Buffy Coat #1: _____ mL Buffy Coat #2: _____ mL
EDTA specimen numbers (last four digits): _____	EDTA #1: _____ EDTA #2: _____
Original blood volume drawn (2 x 10 mL EDTA tube): _____	EDTA #1: _____ mL EDTA #2: _____ mL
Time aliquots placed in freezer: _____	_____ [HHMM]
Storage temperature in freezer: _____	_____ °C

Notes: _____

E.g. hemolysis, blood is coagulated, thick or cloudy plasma, etc.

Version (4.2023)



Appendix D: Saliva Sample and Shipment Notification Form

Note:

Please ensure forms are filled out in their entirety. Complete during the participant study visit as samples are processed to guarantee accuracy.

Send by E-mail prior to shipment, and include a copy in each shipment

Appendix D


NCRAD

ACAD
Asian Cohort for Alzheimer's Disease

Site ID: _____ Participant ID: _____
Saliva Sample and Shipment Notification Form
Please email or fax this form prior to the date of shipment.

To: Kelley Faber Email: alzstudy@iu.edu Phone: 1-800-526-2839

General Information: UPS tracking #: _____

From: _____ Date: _____

Phone: _____ Email: _____

Study: ACAD U19 GUID: _____ Specimen Label: _____

Visit(circle one): V01 V02

Sex: M F Year of Birth: _____

Specimen Label

Saliva Collection:

1. Date collected:	_____	[MMDDYY]
2. Time of collection:	_____	[HHMM]
3. Last date subject ate:	_____	[MMDDYY]
4. Last time subject ate:	_____	[HHMM]

Internal NCRAD Use-Do Not Complete:

Saliva Volume: _____ mL

Notes:

E.g. incomplete sample, subject ate, drank, smoked, and/or chewed gum 30 minutes or less before giving saliva sample

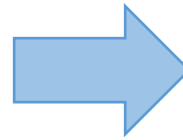
Version (12.2022)

Noncomformance Issues



Nonconformance Issues

Sample aliquots and collection tubes frozen at an angle/inverted



Recommendation:

Place aliquots in cryoboxes/tube rack in freezer *upright* until shipment.

Fields left blank on Blood Sample and Shipment Notification Form

Last time subject ate often left blank/unknown

Incorrect data reported on Sample and Shipment Notification Forms



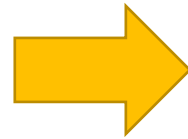
Recommendation: Complete Sample Notification forms during the participant study visit as samples are processed.

Nonconformance Issues

All frozen samples for a participant not sent within one shipment box (plasma and buffy coat aliquots should be kept together)

Aliquots arriving to NCRAD without labels

Sample forms not scanned to NCRAD the day before shipment

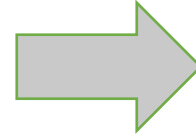


Recommendation:

Ship Samples to NCRAD utilizing the Notification Form, by PTID. Do not throw away labels until samples are packed and shipped.

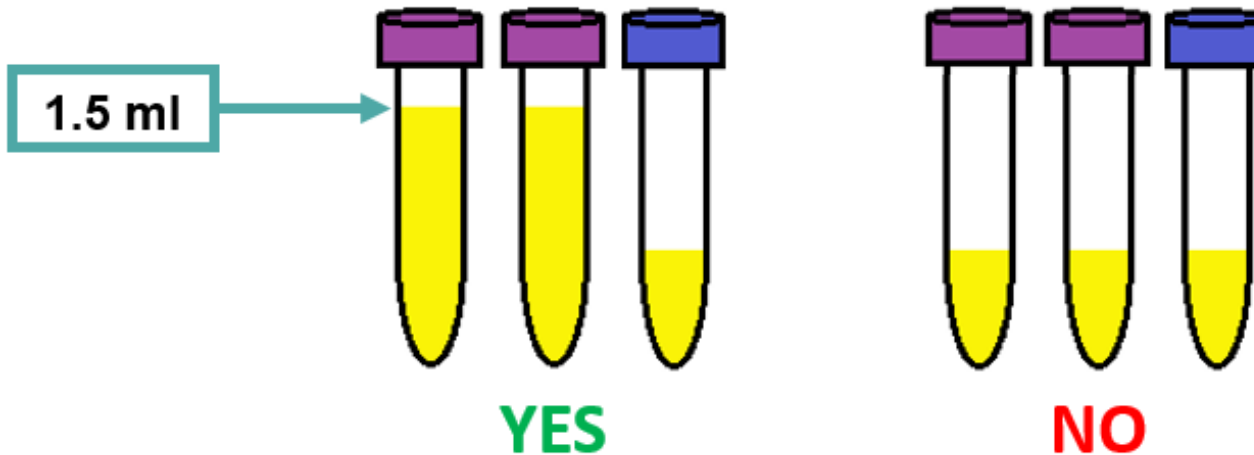
Nonconformance Issues

Multiple low volume aliquots



Recommendation:

Lay out cryovials in a row and aliquot in order until sample is depleted



NCRAD Website



NCRAD ACAD Study Page

[NCRAD - The ACAD Active Study Page](#)



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The ACAD Active Study Page



Welcome ACAD Study staff, coordinators and PIs.

This section encompasses study specific tools and videos for your reference. If you have any questions, comments, or new ideas, please contact NCRAD by email or phone 317-274-7546 or 800-526-2839.



Download Documents

- [Manual of Procedures](#)
- [Training Slides](#)
- [Appendix A: GUID Demographics Form](#)
- [Appendix B: Rate of Centrifuge Worksheet](#)
- [Appendix C: Blood Sample and Shipment Notification Form](#)
- [Appendix D: Saliva Sample and Shipment Notification Form](#)

Additional Resources

- [Kit Request System](#)
- [Biomarker Assay Laboratory](#)

Questions/Comments

Email: alzstudy@iu.edu

Phone: 800-526-2839

ACAD Blood-Based Biomarker Collection Schedule

	Visit 1	Visit 2
DNA	✓	✓
Plasma	✓	✓

ACAD Saliva-Based Biospecimen Collection Schedule

	Visit 1	Visit 2
DNA	✓	✓

Study Resources

- [Kit Request Module](#)
- [Biological Sample and Shipment Notification Forms](#)
- [Manual of Procedures](#)
- [Study Related Video Tutorials](#)
- [Training Slides](#)

NCRAD Website: Helpful Pages

[NCRAD - The ACAD Active Study Page](https://ncrad.org)

https://ncrad.org/holiday_closures.html

Holiday Closures

Date	Holiday
January 1	New Year's Day
3 rd Monday in January	Martin Luther King, Jr Day
4 th Monday in May	Memorial Day
June 19	Juneteenth (observed)
July 4	Independence Day (observed)
1 st Monday in September	Labor Day
4 th Thursday in November	Thanksgiving
4 th Friday in November	Friday after Thanksgiving
December 25	Christmas

https://ncrad.org/shipping_address.html

Shipping Address

NCRAD
Indiana University School of Medicine
351 W. 10th St TK-217
Indianapolis, IN 46202

UPS Shipping Resources

To generate air waybills and schedule UPS pickups for shipments to NCRAD, please visit the UPS ShipExec™ Thin Client website.

For instructions on how to use the UPS ShipExec™ Thin Client website, please refer to the NCRAD UPS ShipExec™ Thin Client Guide.

Navigating UPS ShipExec™

To request edited captions for the deaf/HOH, see <https://kb.iu.edu/d/adad>

