## Appendix B: Biological Sample and Shipment Notification Form

*Please email the form on or prior to the date of shipment.*

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| To: Diont’e Keys Email: alzstudy@iu.edu Phone: 1-800-526-2839 |
| *General Information:* Tracking #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Study:** HEAD  **Visit (circle one): BASELINE 18M** KIT BARCODE**Site ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PTID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Kit #:** **Sex (circle one):** M F **Year of Birth:** \_\_\_\_\_\_\_\_\_\_ |
| *Blood Collection:*

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| Date Drawn: [MMDDYY] | Time of Draw: [HHMM] |
| Last date subject ate: [MMDDYY] | Last time subject ate: [HHMM] |

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| **Lavender Top Whole Blood Tube (6 ml)** | **RNA (PAXgeneTM Tube)** |
| Original volume drawn: |  mL | Time EDTA tube placed in freezer: |  [HHMM] | Original volume drawn: | \_\_\_\_\_\_ml  | Time PAXgeneTM tube placed in freezer: |  [HHMM] |

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| *Blood Processing:*

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| **Serum (Red-top) Tube (10 mL)** |
| Time spin started:  | \_\_\_\_\_\_ [HHMM] | Number of 1.5 mL serum aliquots created **(red cap)**: | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Duration of centrifuge:  | \_\_\_\_\_\_\_ Minutes | If applicable, volume of residual serum aliquot **(less than 1.5 mL in blue cap)**:  | \_\_\_\_\_\_\_\_\_\_\_ mL |
| Temp of Centrifuge: \_\_\_\_ °C  | Rate of centrifuge: \_\_\_\_ x g | If applicable, specimen number of residual serum aliquot (last four digits): | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Original volume drawn: | \_\_\_\_\_\_\_\_\_\_\_ mL | Time aliquots placed in freezer: | \_\_\_\_\_\_\_ [HHMM] |
| Time aliquoted: | \_\_\_\_\_\_ [HHMM] | Storage temperature in freezer:  | \_\_\_\_\_\_\_\_\_\_\_\_ °C  |

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| **Plasma & Buffy Coat (Lavender-top) Tube (10 mL)** |
| Time spin started:  | \_\_\_\_\_\_ [HHMM] | Rate of centrifuge: | \_\_\_\_ x g |
| Duration of centrifuge:  | \_\_\_\_\_\_\_ Minutes | Time aliquoted: | \_\_\_\_\_\_\_ [HHMM] |
| Temp of Centrifuge: | \_\_\_\_ °C  | Number of 1.5 mL plasma aliquots created **(purple cap):** |  x 1.5 mL |
| Original volume drawn - EDTA #1 | \_\_\_\_\_\_\_\_\_\_\_ mL | If applicable, volume of residual plasma aliquot **(less than 1.5 mL in blue cap)**: | \_\_\_\_\_\_\_\_\_\_\_ mL |
| Original volume drawn - EDTA #2 | \_\_\_\_\_\_\_\_\_\_\_ mL | If applicable, specimen number of residual plasma aliquot (**Last four digits)**: | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Original volume drawn - EDTA #3 | \_\_\_\_\_\_\_\_\_\_\_ mL | Time aliquots placed in freezer: | \_\_\_\_\_\_\_ [HHMM] |
| Original volume drawn - EDTA #4 | \_\_\_\_\_\_\_\_\_\_\_ mL | Storage temperature in freezer:  | \_\_\_\_\_\_\_\_\_\_\_\_ °C  |
| Original volume drawn - EDTA #5 | \_\_\_\_\_\_\_\_\_\_\_ mL |  |
| Aliquot volume – Buffy coat #1 | \_\_\_\_\_\_\_\_\_\_\_ mL | Buffy coat aliquot #1 **(last four digits)**: | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Aliquot volume – Buffy coat #2 | \_\_\_\_\_\_\_\_\_\_\_ mL | Buffy coat aliquot #2 **(last four digits)**: | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Aliquot volume – Buffy coat #3 | \_\_\_\_\_\_\_\_\_\_\_ mL | Buffy coat aliquot #3 **(last four digits)**: | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Aliquot volume – Buffy coat #4 | \_\_\_\_\_\_\_\_\_\_\_ mL | Buffy coat aliquot #4 **(last four digits)**: | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Aliquot volume – Buffy coat #5 | \_\_\_\_\_\_\_\_\_\_\_ mL | Buffy coat aliquot #5 **(last four digits)**: | \_\_\_\_\_\_\_\_\_\_\_\_ |

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| Notes: |