



INSTRUCTIONS FOR PHANTOM LAB ID FORM PLI, VERSION 2.0, QUESTION BY QUESTION (QxQ)

I. GENERAL INSTRUCTIONS

The Phantom Lab ID Form is to be completed when replicate biospecimens are collected during Clinic Visit 5.

Header Information: The header information consists of key fields which uniquely identify each recorded instance of a form. For the Event field, record if this is happening at Visit 5 or another event.

0a. Date of Collection: Record the date the data was collected or abstracted. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

0b. Staff Code: Record the SPIROMICS staff code of the person who collected or abstracted the data. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data, please contact the GIC in order to receive your own individual staff code.

II. DETAILED INSTRUCTIONS FOR EACH ITEM

Item 1. **Phantom Lab ID.** Record the 5-digit Phantom Lab ID.

Item 2. **Urine sample collected.** Select only one option among the two possible choices.

- Select Yes if urine replicate specimen was collected.
- Select No if no urine replicate specimen was collected. [Go to Q4]

Item 3a. **Urine Specimen Processing Details – date** Record the date the Urine Specimen was collected. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

Item 3b. **Urine Specimen Processing Details – collected time.** Record the time in hh:mm the urine specimen was collected.

Item 3c. **Urine Specimen Processed Detail – time.** Record the time in hh:mm the urine specimen was processed.

Items 3d. **Number of Aliquots with Preservative.** Record the number of aliquots with preservative in the space provided.

Items 3e. **Number of Aliquots without Preserve.** Record the number of aliquots without preservative the space provided.

Items 3f. **Time urine sample placed in freezer.** Record the time the urine sample was placed in freezer in hh:mm in the space provided.

Item 4. **Which Replicate 1 specimen collected.** Select only one option among the nine possible choices.

- Select Tube 1 - Red Top 1 – Serum if the replicate 1 specimen collected was Tube 1 - Red Top 1 – Serum. [Go to Q5]
- Select Tube 2 - Red Top 2 – Serum if the replicate 1 specimen collected was Tube 2 - Red Top 2 – Serum. [Go to Q5]
- Select Tube 3 – Yellow Top 1 – Plasma-ACD if the replicate 1 specimen collected was Tube 3 – Yellow Top 1 – Plasma-ACD. [Go to Q5]
- Select Tube 4 – Lavender Top 1 – Plasma-EDTA 10ml if the replicate 1 specimen collected was Tube 4 – Lavender Top 1 – Plasma-EDTA 10ml. [Go to Q5]
- Select Tube 5 – Lavender Top 2 – Plasma/cell lysate-EDTA 10ml if the replicate 1 specimen collected was Tube 5 – Lavender Top 2 – Plasma/cell lysate-EDTA 10ml. [Go to Q5]
- Select Tube 7 – P100 – Plasma P100 if the replicate 1 specimen collected was Tube 7 – P100 – Plasma P100. [Go to Q5]
- Select Tube 8 – PAX Gene – RNA if the replicate 1 specimen collected was Tube 8 – PAX Gene – RNA. [Go to Q6]
- Select None Collected if the no replicate was specimen collected. [Go to Q10]

Item 5a. **Specimen Processing Detail – time.** Record the time the replicate 1 specimen was processed.

Item 5b. **Problems processing.** Select only one option among the two possible choices.

- Select No if there were no problems processing the specimen.
- Select Yes if there were problems processing the specimen.

Items 5b1-6. **Type of problem processing.** Select all options among types of processing problems listed.

Items 5b6a. **Other specify.** If Q5b6 is checked, enter the other type of problem in the space provided.

Item 5c. **Number of Aliquots.** Record the number of aliquots in the space provided.

Item 5d. **Volume in last aliquot.** Record the volume in last aliquot in μL the space provided.

Item 5e. **Freezer box number.** Record the freezer box number in the space provided.

Item 5f. **Time aliquots placed in freezer.** Record the time aliquots placed in freezer in hh:mm in the space provided. [Go to Q7]

Item 6a. **PaxGene RNA Specimen Processing Detail – date** Record the date the PaxGene RNA Specimen was placed in the freezer. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

Item 6b. **PaxGene RNA Specimen Processing Detail – time.** Record the time the PaxGene RNA specimen in hh:mm was placed in the freezer.

Item 6b1. **Volume of PaxGene RNA Specimen** Record the volume of PaxGene RNA specimen in μl in the space provided.

Item 6c. **Problems processing.** Select only one option among the two possible choices.

- Select No if there were no problems processing the PaxGene RNA specimen.
- Select Yes if there were problems processing the PaxGene RNA specimen.

Items 6c1-6. **Type of problem processing.** Select all options among types of processing problems listed.

Items 6c6a. **Other specify.** If Q7c6 is checked, enter the other type of problem in the space provided.

Items 6d. **Freezer box number.** Record the freezer box number in the space provided. [Go to Q7]

Note: A tube selected for Replicate 1 may NOT also be selected for Replicate 2.

Item 7. **Which Replicate 2 specimen collected.** Select only one option among the nine possible choices.

- Select Tube 1 - Red Top 1 – Serum if the replicate 2 specimen collected was Tube 1 - Red Top 1 – Serum. [Go to Q8]
- Select Tube 2 - Red Top 2 – Serum if the replicate 2 specimen collected was Tube 2 - Red Top 2 – Serum. [Go to Q8]
- Select Tube 3 – Yellow Top 1 – Plasma-ACD if the replicate 2 specimen collected was Tube 3 – Yellow Top 1 – Plasma-ACD. [Go to Q8]
- Select Tube 4 – Lavender Top 1 – Plasma-EDTA 10ml if the replicate 2 specimen collected was Tube 4 – Lavender Top 1 – Plasma-EDTA 10ml. [Go to Q8]
- Select Tube 5 – Lavender Top 2 – Plasma/cell lysate-EDTA 10ml if the replicate 2 specimen collected was Tube 5 – Lavender Top 2 – Plasma/cell lysate-EDTA 10ml. [Go to Q8]
- Select Tube 7 – P100 – Plasma P100 if the replicate 2 specimen collected was Tube 7 – P100 – Plasma P100. [Go to Q8]
- Select Tube 8 – PAX Gene – RNA if the replicate 2 specimen collected was Tube 8 – PAX Gene – RNA. [Go to Q9]
- Select none if the no replicate 2 specimen was collected. [Go to Q10]

Item 8a. **Replicate 2 Specimen Processing Detail – time.** Record the time in hh:mm the Replicate 2 specimen was processed.

Item 8b. **Replicate 2 Problems processing.** Select only one option among the two possible choices.

- Select No if there were no problems processing the specimen.
- Select Yes if there were problems processing the specimen.

Items 8b1-6. **Replicate 2 Type of problem processing.** Select all options among types of processing problems listed.

Items 9b6a. **Other specify.** If Q9b6 is checked, enter the other type of problem in the space provided.

Items 8c. **Replicate 2 Number of Aliquots.** Record the number of aliquots in the space provided.

Items 8d. **Replicate 2 Volume in last aliquot.** Record the volume in last aliquot in μL the space provided.

Items 8e. **Replicate 2 Freezer box number.** Record the freezer box number in the space provided.

Items 8f. **Replicate 2 Time aliquots placed in freezer.** Record the time aliquots placed in freezer in hh:mm in the space provided. [Go to Q12]

Item 9a. **Replicate 2 PaxGene RNA Specimen Processing Detail – date** Record the date the Replicate 2 PaxGene RNA Specimen was placed in the freezer. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

Item 9b. **Replicate 2 PaxGene RNA Specimen Processing Detail – time.** Record the time the Replicate 2 PaxGene RNA specimen in hh:mm was placed in the freezer.

Item 9b1. **Volume of Replicate 2 PaxGene RNA Specimen** Record the volume of PaxGene RNA specimen in µl in the space provided.

Item 9c. **Replicate 2 Problems processing.** Select only one option among the two possible choices.

- Select No if there were no problems processing the Replicate 2 specimen.
- Select Yes if there were problems processing the Replicate 2 specimen.

Items 9c1-6. **Replicate 2 Type of problem processing.** Select all options among types of processing problems listed.

Items 9c6a. **Replicate 2 Other specify.** If Q9c6 is checked, enter the other type of problem in the space provided.

Items 9d. **Replicate 2 Freezer box number.** Record the freezer box number in the space provided.

Items 10. **Processing Staff Code.** Record the staff code for the staff member who processed the replicate biospecimens.

Save and close the form.