



INSTRUCTIONS FOR EXACERBATION SUBSTUDY SPONTANEOUS SPUTUM PROCESSING WORKSHEET FORM SSW, VERSION 1.0, QUESTION BY QUESTION (QxQ)

I. GENERAL INSTRUCTIONS

The Exacerbation Substudy Spontaneous Sputum Processing Worksheet Form (SSW) is to be completed while processing a spontaneous sputum sample **ONLY** if both induced and spontaneous samples have been collected during an Exacerbation substudy visit. The spontaneous sample data should be carefully recorded in the spaces provided.

NOTE: If no induced sample has been collected, spontaneous only samples should follow procedures on the SPW form.

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. Form Date: Record the date form was completed. 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.

0c. 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.

0d. Processing Start Time: Record the sputum processing start time in hours: minutes in 24 clock time.

II. DETAILED INSTRUCTIONS FOR EACH ITEM

Item 1. **Weight of entire sample** Record the weight of entire sample in grams in the space provided.

Color and Description of Sample

Item 2. **Salivary contamination:** Select all the options that apply.

- Select Minimal if the salivary contamination is minimal.
- Select Mild if the salivary contamination is mild.
- Select Moderate if the salivary contamination is moderate.
- Select Excessive if the salivary contamination is excessive.

Item 3. **Consistency:** Select all the options that apply.

- Select Watery if the sample consistency is watery.
- Select Mucoid (involving, resembling, or of the nature of mucus) if the sample consistency is mucoid.
- Select Purulent (consisting of, containing, or discharging pus) if the sample consistency is purulent.

Item 4. **Mucus “plugs” (material that is colored and/or more opaque than clear surrounding saliva):** Select all the options that apply.

- Select Numerous if the mucus “plugs” are numerous.
- Select Moderate number if the mucus “plugs” are moderate in number.
- Select Sparse if the mucus “plugs” are sparse in number.
- Select Large if the mucus “plugs” are large.
- Select Small if the mucus “plugs” are small.
- Select Dense/flocculent if the mucus “plugs” are dense/flocculent.
- Select Diffuse opacity if the mucus “plugs” have diffuse opacity.
- Select None if there are no mucus “plugs.”

Item 5. **Color of mucus “plugs”:** Select all the options that apply.

- Select Clear if the mucus “plugs” appear clear.
- Select White if the mucus “plugs” appear white in color.
- Select Yellow/tan if the mucus “plugs” appear yellow/tan in color.
- Select Brown if the mucus “plugs” appear brown in color.
- Select Green if the mucus “plugs” appear green in color.

Item 6. **General notes/comments:** Record any general notes or comments.

Item 7. **Processing microbiology sample:** Record the value of each item in the space provided.

Item 7a. Record the weight of the whole sputum in grams.

Item 7b. Record the volume of Zymo added in μl .

Item 7c. Record the volume of aliquot 1 $(7a+7b)/2$ in μl .

Item 7d. Record the volume of aliquot 2 $(7a+7b)/2$ in μl .

Note: Weigh an empty micro centrifuge tube. Zero the balance. Measure $\sim 0.200\text{g}$ of whole sputum sample and record the weight. Add an equal volume ($\sim 200\mu\text{l}$) of Zymo Research RNA/DNA Shield to the sample and mix. Divide the sample into 2 equal aliquots and store at -80°C . Ship sample on dry ice.

Item 8. **Processing End Time:** Record the sputum processing end time in hours: minutes in 24 clock time.

Save and close the form.