

Appendix B: Biological Sample and Shipment Notification Form

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

UPS tracking #: 1Z976R8W Date: _____
 From: _____ Phone: _____ Email: _____

Study: CADASIL Site ID: _____ CADASIL IND #: CC
 Sex: M F Year of Birth: _____
 Visit: Baseline 18 Month 36 Month



Blood Collection:

Date of Draw: [MMDDYY]	Time of Draw: [HHMM]
Date subject last ate: [MMDDYY]	Time subject last ate: [HHMM]

RNA (PAXgene™ Tubes)			
#1	Specimen Number (Last four digits): _____	Original volume drawn: _____ ml	Time PAXgene™ tubes placed in freezer: [HHMM]
#2	Specimen Number (Last four digits): _____	Original volume drawn: _____ ml	

Blood Processing:

Serum (Red-top) Tube (8.5 mL)			
Time spin started: [HHMM]	Number of 0.25 mL serum aliquots created (red cap): _____		
Duration of centrifuge: _____ Mins	Number of 1.5 mL serum aliquots created (red cap): _____		
Temp of centrifuge: _____ °C	Volume of residual serum aliquot (less than 1.5 mL in blue cap): _____ mL <input type="checkbox"/> N/A		
Rate of centrifuge: _____ x g	Specimen number of residual serum aliquot (last four digits): _____ <input type="checkbox"/> N/A		
Original volume drawn: _____ mL	Time aliquots placed in freezer: [HHMM]		
Time aliquoted: [HHMM]	Storage temperature in freezer: _____ °C		
Plasma & Buffy Coat (Lavender-top) Tubes (10 mL)			
Time spin started: [HHMM]	Number of 0.25 mL plasma aliquots created (purple cap): _____	Time aliquoted: [HHMM]	
Duration of centrifuge: _____ Mins	Number of 1.5 mL plasma aliquots created (purple cap): _____		
Temp of Centrifuge: _____ °C	Volume of residual plasma aliquot (less than 1.5 mL in blue cap): _____ mL <input type="checkbox"/> N/A		
Rate of centrifuge: _____ x g	Specimen number of residual plasma aliquot (last four digits): _____ <input type="checkbox"/> N/A		
Original volume drawn - EDTA #1 _____ mL	Time aliquots placed in freezer: [HHMM]		
Original volume drawn - EDTA #2 _____ mL	Storage temperature in freezer: _____ °C		
Original volume drawn - EDTA #3 _____ mL			
Original volume drawn - EDTA #4 _____ 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): _____		

NOTES:

Appendix B: CADASIL Biological Sample and Shipment Notification Form Guide

Blood Sample and Shipment Notification Form



A copy of the sample form *must* be emailed to NCRAD prior to the date of sample arrival.



Please include sample forms in all shipments of frozen samples.



Email: alzstudy@iu.edu

Enter your name and site.

Enter the UPS tracking number here and include in the body of the advanced notification email.

Enter your phone number. The NCRAD Coordinator uses this information to solve any issues that may arise.

Enter the date of shipment.

Enter your email. The NCRAD Coordinator uses this information to solve any issues that may arise.

Appendix B: Biological Sample and Shipment Notification Form

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

UPS tracking #: 1Z976R8W 5555222244 Date: 4/24/2023

From: Zoë Potter (NCRAD) Phone: 317-278-9086 Email: zdpotter@iu.edu

Study: CADASIL Site ID: 011 CADASIL IND#: CC 421

Sex: M F Year of Birth: 1970

Visit: Baseline 18 Month 36 Month

Kit Number

422430

KIT BARCODE

Enter your site's ID.

Circle subject's sex

Circle visit.

Enter subject's Year of Birth.

Enter the subject ID.

Place 1 kit number label here.

Enter date the samples are drawn in MMDDYY format.

Enter date the subject last ate in MMDDYY format.

Enter time the samples are drawn in HHMM format (military).

Enter time subject last ate in HHMM format (military).

Blood Collection:

Date of Draw:	012023	[MMDDYY]	Time of Draw:	1020	[HHMM]
Date subject last ate:	012023	[MMDDYY]	Time subject last ate:	0800	[HHMM]

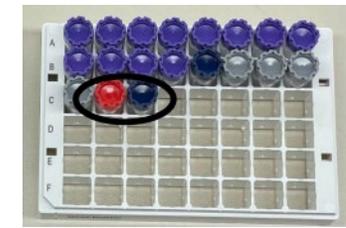
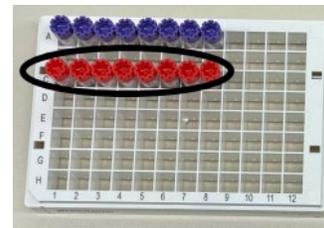
RNA (PAXgene™ Tubes)					
#1	Specimen Number (Last four digits):	7379	Original volume drawn:	2.5 ml	Time PAXgene™ tubes placed in freezer:
#2	Specimen Number (Last four digits):	7380	Original volume drawn:	2.5 ml	1220 [HHMM]



Enter last 4 digits of specimen barcode on RNA collection tube labels.

Enter volume of blood drawn into each PAXgene™ tube in mL. The RNA tubes have 7.5 mL of solution, so only 2.5 mL of blood can be collected.

Enter the time the PAXgene™ RNA tubes are placed in the -80°C freezer.



Enter time centrifugation started in HHMM format (military).

Enter # of minutes the tube was spun. *The SST (Tiger-Top) tube should be spun for 10 minutes.*

Enter number of 0.25 mL serum aliquots created (up to 8).

Enter number of 1.5 mL serum aliquots created (up to 1).

Blood Processing:			
Serum (Red-top) Tube (8.5 mL)			
Time spin started:	1050 [HHMM]	Number of 0.25 mL serum aliquots created (red cap):	8
Duration of centrifuge:	10 Mins	Number of 1.5 mL serum aliquots created (red cap):	1
Temp of Centrifuge:	Room Temp °C	Volume of residual serum aliquot (less than 1.5 mL in blue cap):	0.5 mL <input type="checkbox"/> N/A
Rate of centrifuge:	2000 xg	Specimen number of residual serum aliquot (last four digits):	0280 <input type="checkbox"/> N/A
Original volume drawn:	8.5 mL	Time aliquots placed in freezer:	1110 [HHMM]
Time aliquoted:	1105 [HHMM]	Storage temperature in freezer:	-80 °C

Enter temperature of centrifuge in °C. *The SST (Tiger-Top) tube should be spun at room temperature.*

Enter rate of centrifuge. *The SST (Tiger-Top) tube should be spun at 2000 x g.*

Enter volume of blood drawn into SST (Tiger-Top) tube in mL (8.5mL at most).

Enter time the serum is aliquoted in HHMM format (military).

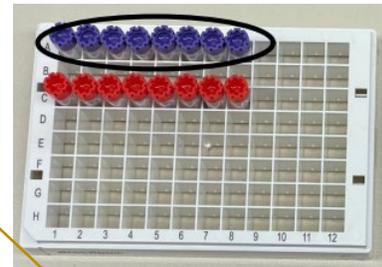
Enter volume of residual in mL (if created) and document last 4 digits of specimen barcode found on the cryovial (etched).



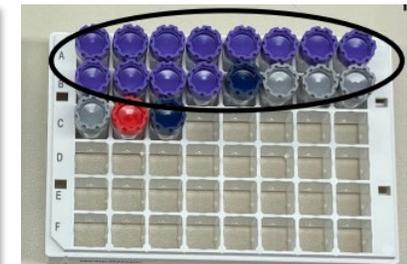
Enter time aliquots placed in -80°C freezer .

Enter storage temperature in freezer in °C (*serum should be stored in a -80°C freezer.*)

Example



Enter number of 0.25 mL plasma aliquots created (up to 8).



Enter number of 1.5 mL plasma aliquots created (up to 12).

Enter volume of residual in mL (if created) and document last 4 digits of specimen barcode found on the cryovial (etched).



Enter time the plasma is aliquoted in HHMM format (military).

Enter # of minutes the tube was spun. The EDTA (Lavender-Top) tube should be spun for 10 minutes.

Enter time centrifugation started in HHMM format (military).

Plasma & Buffy Coat (Lavender-top) Tubes (10 mL)			
Time spin started:	1050 [HHMM]	Time aliquoted:	1105 [HHMM]
Duration of centrifuge:	10 Mins	Number of 0.25 mL plasma aliquots created (purple cap):	8
Temp of Centrifuge:	Room Temp °C	Number of 1.5 mL plasma aliquots created (purple cap):	12
Rate of centrifuge:	2000 x g	Volume of residual plasma aliquot (less than 1.5 mL in blue cap):	0.5 mL <input type="checkbox"/> N/A
Original volume drawn - EDTA #1	10 mL	Specimen number of residual plasma aliquot (last four digits):	0281 <input type="checkbox"/> N/A
Original volume drawn - EDTA #2	10 mL	Time aliquots placed in freezer:	1110 [HHMM]
Original volume drawn - EDTA #3	10 mL	Storage temperature in freezer:	-80 °C
Original volume drawn - EDTA #4	10 mL		
Aliquot volume - Buffy coat #1	1.5 mL	Buffy coat aliquot #1 (last four digits):	0282
Aliquot volume - Buffy coat #2	1.5 mL	Buffy coat aliquot #2 (last four digits):	0283
Aliquot volume - Buffy coat #3	1.5 mL	Buffy coat aliquot #3 (last four digits):	0284
Aliquot volume - Buffy coat #4	1.5 mL	Buffy coat aliquot #4 (last four digits):	0285

NOTES:

Version (05.2022)



Enter volume of each buffy coat created from each EDTA tube in mL (gray cap cryovials). Document last 4 digits of specimen barcodes found on the cryovials (etched).

Enter time aliquots placed in -80°C freezer.

Enter storage temperature in freezer in °C (plasma should be stored in a -80°C freezer).

Enter temperature of centrifuge in °C. The EDTA (Lavender-Top) tube should be spun at room temperature.

Enter rate of centrifuge. The EDTA (Lavender-Top) tube should be spun at 2000 x g.

Enter volume of blood drawn into each EDTA (Lavender-Top) tube in mL (10 mL at most in each).