



International Longitudinal Early-onset Alzheimer's Disease Study

in collaboration with

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

Biofluids Collection Training Slides



Contact Information

- Questions?

Please contact NCRAD Coordinators at:

- Phone: 1-800-526-2839 or 317-274-7546
- E-mail: alzstudy@iu.edu or agericks@iu.edu
- Website: www.ncrad.org

Training Overview:

- Specimen Collection Schedule
- Kit Request Module
- Specimen Labels
- Handling/Processing Study Specimens
- Sample Shipping
- NCRAD Website
- Questions?

Biofluids Collection Schedule Overview

	CI Baseline	CN Baseline	CI M12	CN M12*	CI M24	CN M24	CI M36	CI M48 /Annual visit
Serum	X	X	X	X	X	X	X	X
Plasma	X	X	X	X	X	X	X	X
Buffy Coat (DNA)	X	X	X	X	X	X	X	X
Whole blood for CLIA lab testing	X							
Whole blood for long read sequencing	X	X	Collected only once over the entire course of a participant's participation in the iLEADS Study. May be collected at longitudinal visits if not collected at Baseline					
RNA	X	X	X	X	X	X	X	X
PBMC <i>*optional</i>	X	X	X	X	X	X	X	X
CSF <i>*optional</i>	X	X	X		X	X	X	

**CN M12 CSF may be collected if CSF was not collected at Baseline.*

Biofluids Collection Schedule for CI Participants:

Sample Type	Tube Type	Number of Tubes Supplied in Kit	Aliquot Volume	Tubes to NCRAD	Ship
Whole blood for isolation of serum	Plain Red-Top Serum Blood Collection Tube (10 ml)	1	N/A	N/A	N/A
	SERUM: 2.0 ml cryovials with red cap (residual volume placed in 2.0 ml cryovial with blue cap)	4	1.5 ml serum aliquot per 2.0 ml cryovial (red cap)	Up to 4	Frozen
Whole blood for isolation of plasma & buffy coat (for DNA extraction)	EDTA (Lavender-Top) Blood Collection Tube (10 ml)	3	N/A	N/A	N/A
	PLASMA: 2.0 ml cryovials with lavender cap (residual volume placed in 2.0 ml cryovial with blue cap)	10	1.5 ml plasma aliquot per 2.0 ml cryovial (lavender cap)	Up to 10	Frozen
	BUFFY COAT: 2.0 ml cryovial	3	1 ml buffy coat aliquot per 2.0 ml cryovial (clear cap)	3	Frozen
Whole blood for testing at the CLIA laboratory (*collected at BASELINE ONLY)	EDTA (Lavender-Top) Blood Collection tube (6ml)	1	N/A	1	Frozen
Whole blood for long read sequencing (*collected only once)	EDTA (Lavender-Top) Blood Collection tube (3ml)	1	1 ml whole blood aliquot per 2.0 ml cryovial (green cap)	3	Frozen
Whole blood for RNA extraction	PAXgene™ Blood Collection Tube (2.5 ml)	1	N/A	1	Frozen
Whole blood for PBMC	Sodium Heparin (Green-Top) Blood Collection tube (10 ml)	2	N/A	2	Ambient
CSF Collection (*not collected at 48-Month/Annual visit)	Sterile Container	Conical tubes, 15 cryovial tubes (13 orange cap, 1 blue cap, 1 yellow cap)	1.5 ml CSF aliquots per 2.0 ml cryovial (orange cap); residual volume placed in 2.0 ml cryovial with blue cap; 1-2 ml for local lab placed in 2.0 ml cryovial with yellow cap.	Up to 14	Frozen

Biofluids Collection Schedule for CN Participants:

Sample Type	Tube Type	Number of Tubes Supplied in Kit	Aliquot Volume	Tubes to NCRAD	Ship
Whole blood for isolation of serum	Plain Red-Top Serum Blood Collection Tube (10 ml)	1	N/A	N/A	N/A
	SERUM: 2.0 ml cryovials with red cap (residual volume placed in 2.0 ml cryovial with blue cap)	4	1.5 ml serum aliquot per 2.0 ml cryovial (red cap)	Up to 4	Frozen
Whole blood for isolation of plasma & buffy coat (for DNA extraction)	EDTA (Lavender-Top) Blood Collection Tube (10 ml)	3	N/A	N/A	N/A
	PLASMA: 2.0 ml cryovials with lavender cap (residual volume placed in 2.0 ml cryovial with blue cap)	10	1.5 ml plasma aliquot per 2.0 ml cryovial (lavender cap)	Up to 10	Frozen
	BUFFY COAT: 2.0 ml cryovial	3	1 ml buffy coat aliquot per 2.0 ml cryovial (clear cap)	3	Frozen
Whole blood for long read sequencing (*collected only once)	EDTA (Lavender-Top) Blood Collection tube (3ml)	1	1 ml whole blood aliquot per 2.0 ml cryovial (green cap)	3	Frozen
Whole blood for RNA extraction	PAXgene™ Blood Collection Tube (2.5 ml)	1	N/A	1	Frozen
Whole blood for PBMC	Sodium Heparin (Green-Top) Blood Collection tube (10 ml)	2	N/A	2	Ambient
CSF Collection (*collected at BL and M24, may be collected at M12 if CSF was not collected at BL)	Sterile Containers (cryovial with yellow cap)	Conical tubes, 15 cryovial tubes (13 orange cap, 1 blue cap, 1 yellow cap)	1.5 ml CSF aliquots per 2.0 ml cryovial (orange cap); residual volume placed in 2.0 ml cryovial with blue cap; 1-2 ml for local lab placed in 2.0 ml cryovial with yellow cap.	Up to 14	Frozen

Kit Request Module

<https://redcap.uits.iu.edu/surveys/?s=DRE4RPARK3R7D8KL>

NCR**AD**



National Centralized Repository for
Alzheimer's Disease and Related Dementias

Kit Request Module

- Kits and individual supplies are available to order:
 - Blood Kit: CI Baseline (BL)
 - Blood Kit: CI Month 12 – Month 72
 - Blood Kit: CN Baseline – Month 72
 - Blood Kit: Long Read Sequencing (LRS)
 - Blood Kit: Supplemental (only needed at site start-up)
 - CSF Kit: CI BL – M72 & CN BL – M72
 - CSF Kit: Supplemental (only needed at site start-up)
 - LP Kit: 24G

Blood Kit: CI Baseline (BL)

Kit comes with the supplies necessary for the collection and processing of:

- Whole blood for isolation of serum
- Whole blood for isolation of plasma and buffy coat
- Whole blood for CLIA genetic testing
- Whole blood for isolation of RNA
- Whole blood for isolation of PBMC

Blood Kit: CI M12 – M70 & CN BL – M70

Kit comes with the supplies necessary for the collection and processing of:

- Whole blood for isolation of serum
- Whole blood for isolation of plasma and buffy coat
- Whole blood for isolation of RNA
- Whole blood for isolation of PBMC

Blood Kit: Long Read Sequencing (LRS)

Kit comes with the supplies necessary for the collection and processing of:

- Whole blood for Long Read Sequencing

CSF Kit: CI BL – M70 & CN BL – M70

Kit comes with the supplies necessary for the collection and processing of:

- Cerebral Spinal Fluid (CSF)

NCRAD Kit Request Module

1. Try to only order kits/supplies that will be used within 90 days of receipt.

1. Enter your email address – this is how you will receive updates about your order.

NCRAD



National Centralized Repository for
Alzheimer's Disease and Related Dementias

iLEADS Kit Request System

Due to ongoing supply limitations, we ask that you please only supplies that you will be able to use in the 90 days of receipt. 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

Kit Request Module

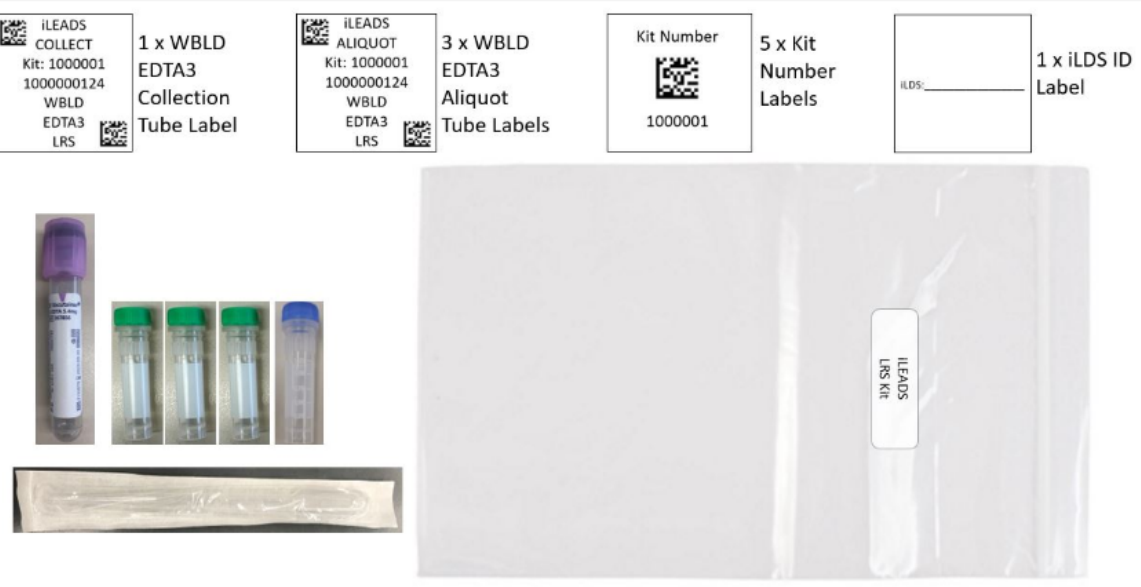
1. Choose your site from the drop-down list.
2. The coordinator name and contact information will appear.
3. Verify that this information is accurate, correct if necessary.

123: Test Site	
ATTN: Site Coordinator Contact	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Phone: 111-111-1111	
Email: alzstudy@iu.edu	
Is the contact name above correct? <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No reset
Is the e-mail address above correct? <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No reset
Is the shipping address for kit delivery above correct? <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No reset
Where will the samples delivered to NCRAD be shipping from? <small>* must provide value</small>	<input type="radio"/> Same as shipping address for kit delivery <input type="radio"/> Different address reset

- Indicate the quantity needed of each kit
- Once selected, kit components of the chosen kit will appear at the bottom of the screen (Pictured)

CI Baseline Blood-Based Kit Qty	<input type="text"/>
CI M12-M84 Blood-Based Kit Qty	<input type="text"/>
CN Blood-Based Kit Qty (Baseline - M84)	<input type="text"/>
Long Read Sequencing Blood-Based Kit Qty	1
iLEADS CSF Kit Qty	<input type="text"/>
iLEADS International 24G LP Kit Qty	<input type="text"/>
large Plastic Biohazard bag with absorbent sheet Qty	<input type="text"/>
Finale code: SH025 & SH028	
Note: you will need 1 per cryobox	
iLEADS Blood Supplemental Supply Kit Qty (usually need 1 at start-up)	<input type="text"/>
iLEADS CSF Supplemental Supply Kit Qty (usually need 1 at start-up)	<input type="text"/>

- Each **Long Read Sequencing** Blood-Based Kit Contains:
Finale: 11191
- 1 Resealable Bag - ST002
 - 1 EDTA (Lavender-Top) Blood Collection Tube (3 ml) - CT021
 - 3 Cryovial tube (2.0 ml) with green cap - CV064
 - 1 Cryovial tube (2.0 ml) with blue cap - CV034
 - 1 Disposable graduated transfer pipette (3ml) - CV015
 - Labels:
 - 1 Pre-printed Collection Tube Label - LB003
 - 3 Pre-printed Aliquot Tube Labels - LB003
 - 5 Pre-printed Kit Number Labels - LB003
 - 1 Labels for handwritten Site and iLEADS ID - LB003



Do you need Extra Supplies?

* must provide value

☒ Yes
☐ No



25 cell Cryobox (CV005)

☐ 5
☐ 10

81 cell Cryobox (CV021)

☐ 5
☐ 10

Cryovial tubes (2.0 ml) with lavender cap (CV027)

☐ 10
☐ 25

Cryovial tubes (2.0 ml) with red cap (CV028)

☐ 10
☐ 25

Cryovial tubes (2.0 ml) with orange cap (CV017 & CV018)

☐ 25
☐ 50

Cryovial tubes (2.0 ml) with clear cap (CV014)

☐ 5
☐ 10

Cryovial tubes (2.0 ml) with yellow cap (CV037)

☐ 5
☐ 10

Cryovial tubes (2.0 ml) with blue cap (CV034)

☐ 10
☐ 25

UPS Laboratory Paks (SH053)

☐ 5
☐ 10

UN3373 labels (LB008)

☐ 5
☐ 10

Biohazard label (LB009)

☐ 5

Study Visit Kits

1. Indicate if you need extra individual supplies. Selecting “yes” will cause a list of supplies to appear, and you can select which item(s) you need.

Study Visit Kits

Our standard shipping time for all orders is 3 weeks.

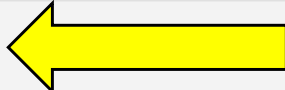
We can ship this kit request by: **05-10-2024**

If you need any supplies in this order prior to **05-10-2024**, you must contact the NCRAD coordinator for this study: agericks@iu.edu.

Comments

Expand

Submit



1. The module automatically calculates the date in 3 weeks. This is when you can expect your kit to ship by.
2. Leave any needed comments in the box provided.
3. Click Submit.

Things to Remember When Ordering Kits

- Allow a minimum of **3 weeks** for your order to be processed and delivered.
- For a visit where you will draw CSF, you will need an LP tray in addition to CSF kit.
- Upon site start up, you should order 1 CSF Supplemental and Blood Supplemental kit.
- For every cryo box of samples you have to ship back to NCRAD, you will need to order a “large plastic biohazard bag with absorbent sheet”
- Each site will be responsible for ordering kits (labels included) and maintaining supplies on site for scheduled participants.
- To order, sites will use the Indiana University online kit ordering module: <https://redcap.uits.iu.edu/surveys/?s=DRE4RPARK3R7D8KL>

Specimen Labels

NCRAD



National Centralized Repository for
Alzheimer's Disease and Related Dementias

Label Type Summary

1. Kit Number Labels
2. iLEADS ID Labels
3. Collection Tube Labels
 - Differ by specimen type
4. Aliquot Tube Labels
 - Differ by specimen type

Kit Number Labels



- Used to track patient samples and provide quality assurance
- Will be placed on the following locations:
 1. Sample and Shipment Notification Form: Blood & CSF (where applicable)
 - CSF samples will have a different kit number than the blood collection specimens
 2. Outside cryobox that houses aliquot tubes during storage and shipment
- Kits will include extra kit labels that should be thrown away if not used

Provided by NCRAD in the kits

iLEADS ID Label

iLDS: _____

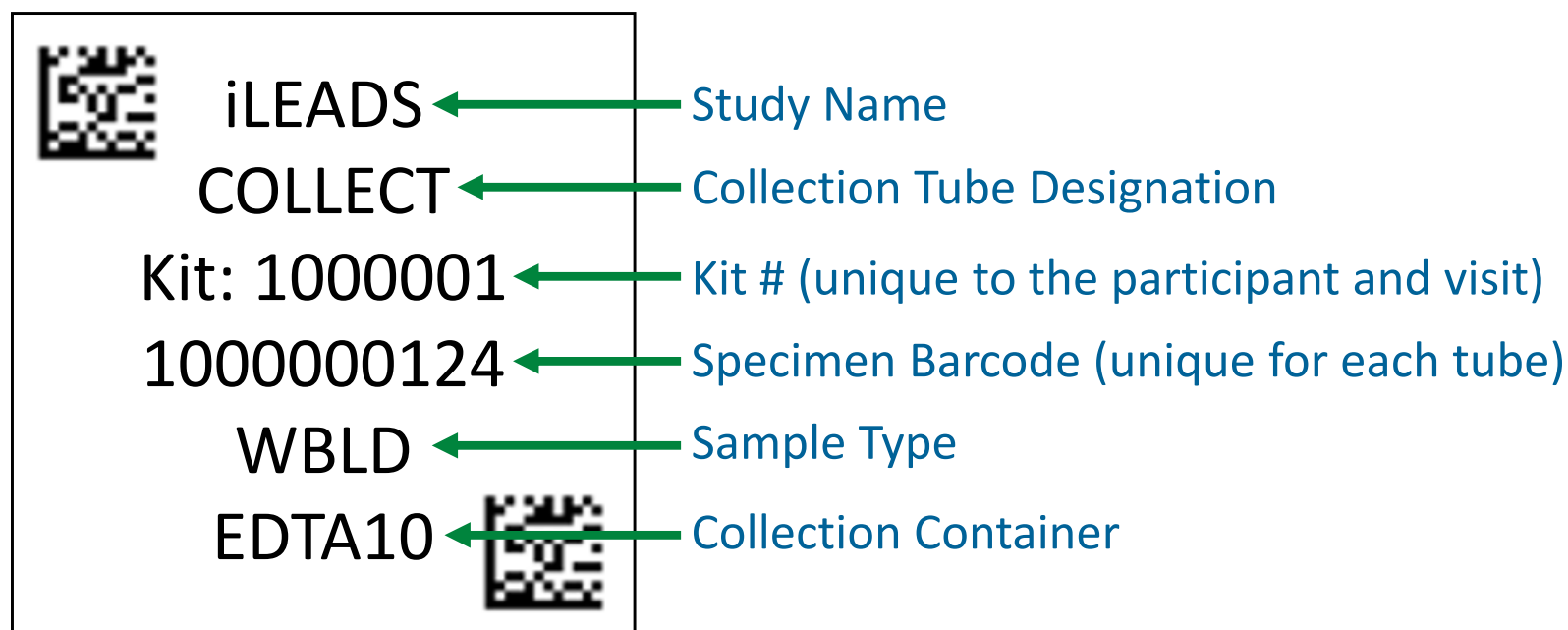
- Participants will be identified by their iLEADS ID
- The iLEADS ID may only be available shortly before the visit
- Sites will be responsible for handwriting this onto the provided labels
 - Must use fine point permanent marker

iLEADS ID Label Cont.

iLDS: _____

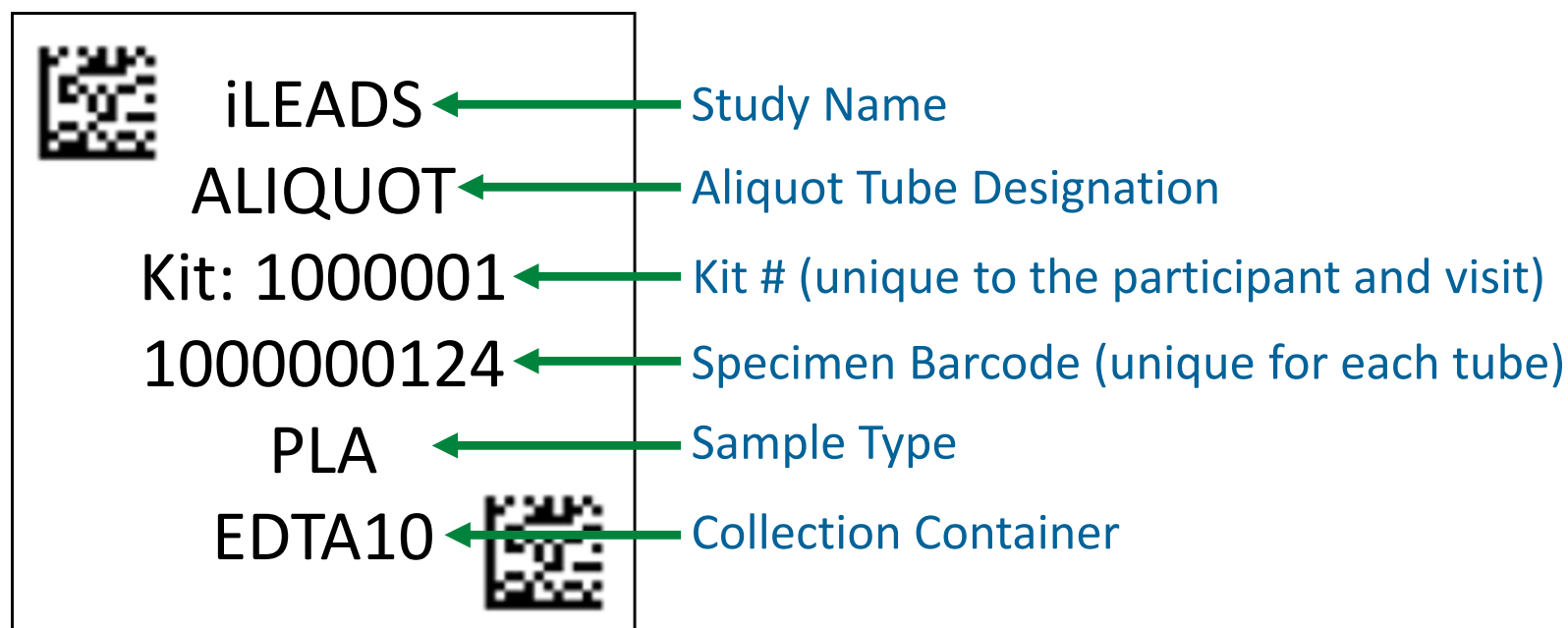
- Write information on label prior to adhering to tube
- Label will be placed on all collection tubes:
 - PAXgene™ Blood Collection Tube (2.5ml) for RNA
 - Plain Red Top Serum Blood Collection Tube (10ml) for Serum
 - Sodium Heparin (Green-Top) Blood Collection Tube (10ml) x 2
 - EDTA (Lavender-Top) Blood Collection Tube (10ml) for DNA and Plasma x 3
 - EDTA (Lavender-Top) Blood Collection Tube (6 ml) for CLIA lab testing ****CI Baseline ONLY****
 - EDTA (Lavender-Top) Blood Collection Tube (3ml) for LRS ****collected only once****
- Kits may include extra label

Collection Tube Labels



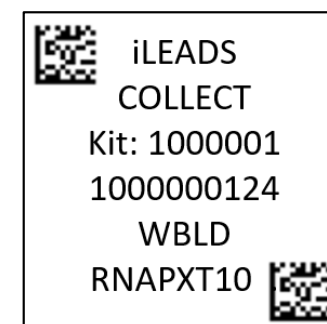
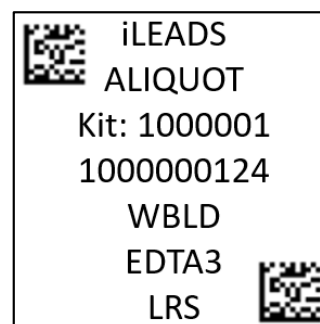
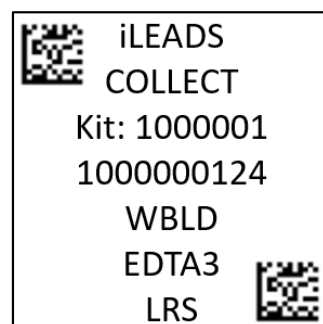
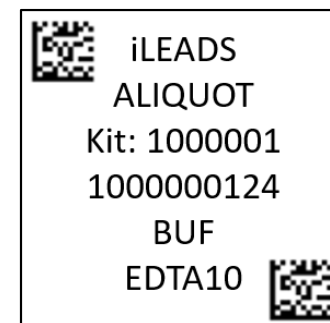
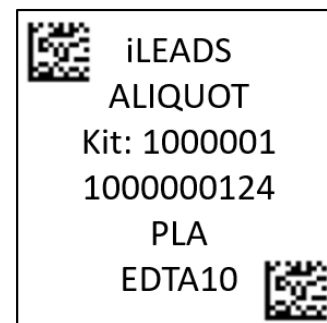
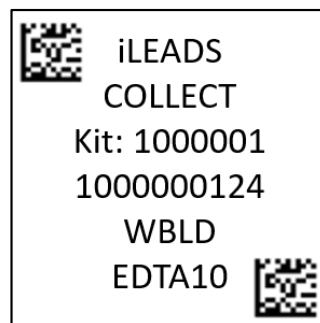
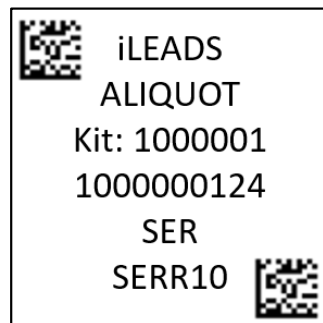
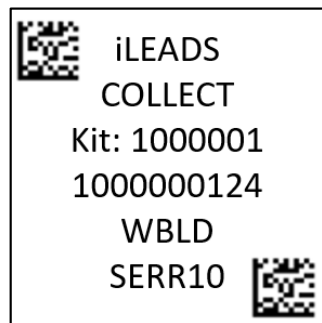
Labels to be placed on ALL collection tubes

Aliquot Tube Labels

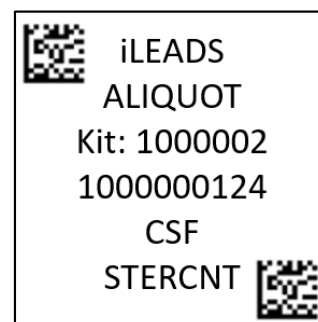


Labels to be placed on ALL aliquot tubes

Collection and Aliquot Tube Labels



Look to the **Sample Type & Collection Tube** lines to determine what tube / cryovial the label should be placed on



Every combination of Sample Label you may encounter

Specimen Type & Collection Tube Guide

SPECIMEN TYPE ABBREVIATIONS

WBLD	-	Whole Blood
SER	-	Serum
PLA	-	Plasma
BUF	-	Buffy Coat
CSF	-	Cerebrospinal Fluid

COLLECTION TUBE ABBREVIATIONS

SERR10	10mL Serum Red-Top Tube
EDTA10	10mL EDTA Lavender-Top Tube
EDTA6	6mL EDTA Lavender-Top Tube
EDDTA3	3mL EDTA Lavender-Top Tube
RNAPXT10	10mL RNA PAXGene™ Tube
NAHEP10	10mL Sodium Heparin (NaHep) PBMC Tube
STERCNT	Sterile Container (for CSF)

Specimen Labels: Blood Collection Tubes



Label 1:

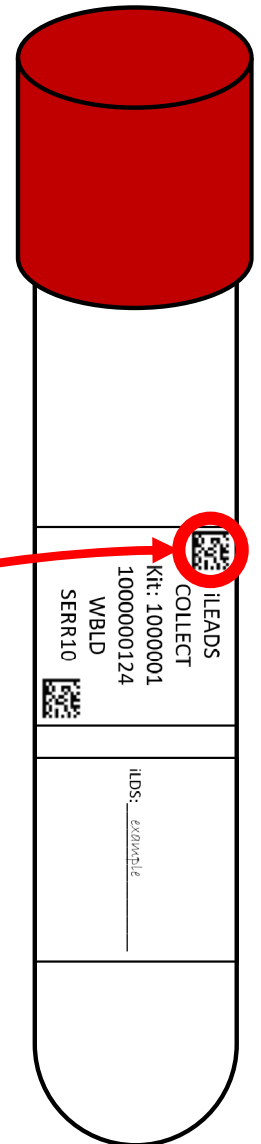
	iLEADS COLLECT Kit: 1000001 1000000124 WBLD SERR10	
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Label 2:

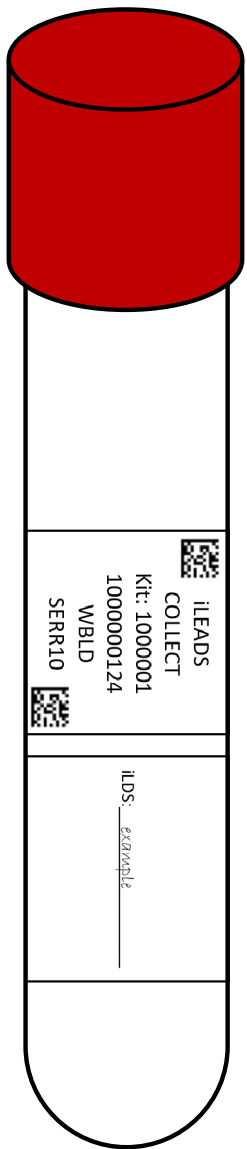
iLDS: _____

Please ensure the
left-hand barcode
is near the cap

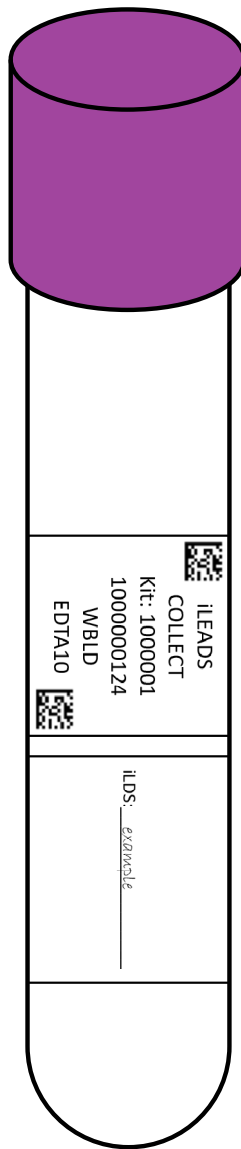
	iLEADS COLLECT Kit: 1000001 1000000124 WBLD SERR10	
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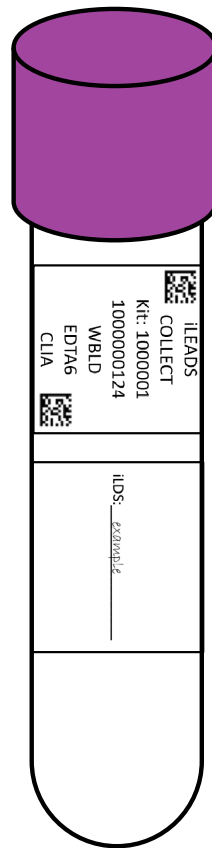
Specimen Labels: Blood Collection Tubes



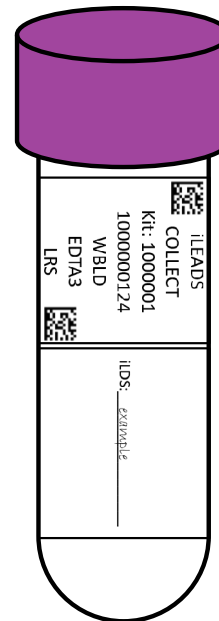
1 x 10mL Serum
Red-Top Tube



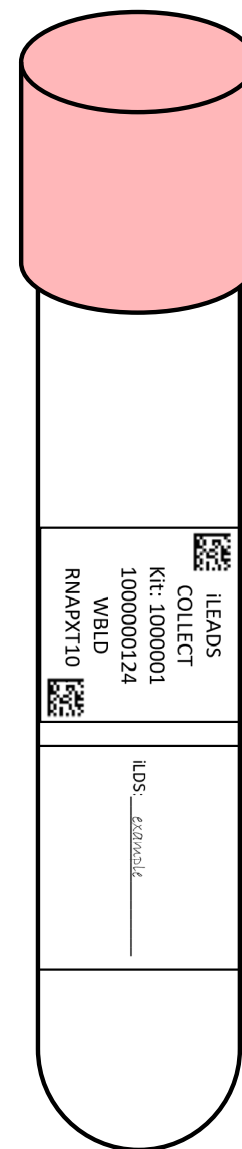
3x 10mL EDTA
Lavender-Top
Tubes



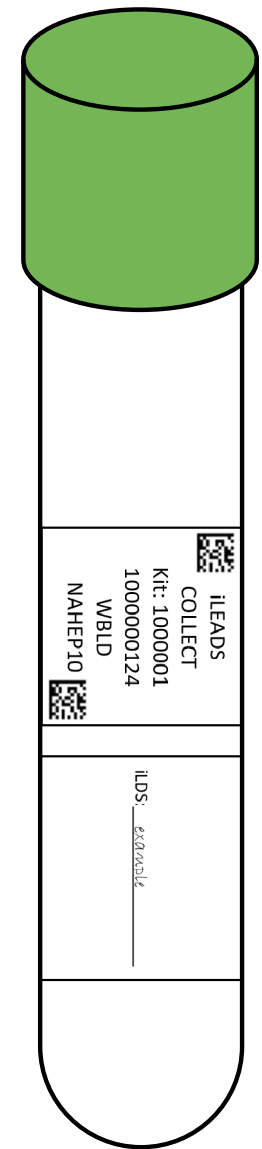
1 x 6mL EDTA
Lavender-Top
Tube



1x 3mL EDTA
Lavender-Top
Tube



1 x 10mL RNA
PAXGene
Tube



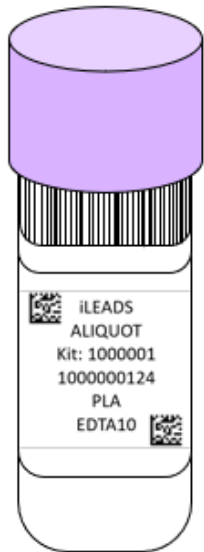
2 x 10mL Sodium
Heparin (NaHep)
PBMC Tubes

Specimen Labels: Aliquot Tubes

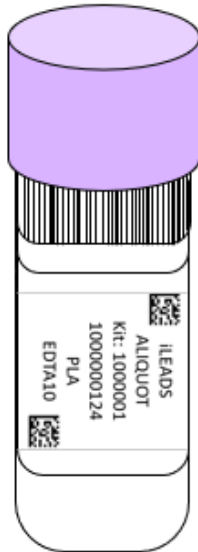


Cap Color	Sample Type
Red Cap	Serum
Lavender Cap	Plasma
Clear Cap	Buffy Coat
Green Cap	Whole blood
Blue Cap	Residual (plasma, serum, whole blood or CSF)
Orange Cap	CSF
Yellow Cap	CSF for local lab

ALIQOT TUBE LABELING DIAGRAM



Incorrect



Correct

- **Aliquot Tubes: 2ml cryovials**
 - Serum, Plasma, Buffy Coat, Whole Blood, and CSF
- **Aliquot tube label only**
- **Place left-hand barcode near cap**

Labeling Biologic Samples

Please...

- Label all collection and aliquot 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.

Handling/ Processing Study Specimens



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. Butterfly Needles
6. Bandage
7. Sharps Bin and Lid

Processing/Storage Equipment

1. Centrifuge capable of ≥ 2000 rcf with refrigeration to 4°C
2. -80°C Freezer
3. Wet Ice Bucket






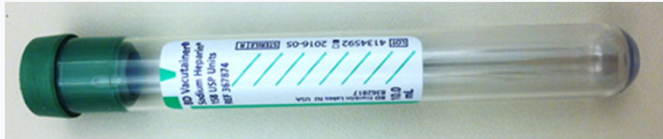
Blood Draw Order

Important Note

In order to ensure the highest quality samples are collected, processed, and stored, it is essential to follow the specific collection, processing, and shipment procedures detailed in the following pages. **Collection of biomarkers and CSF should be collected after a minimum 6-hour fast, preferably in the morning.** Please read the following instructions first before collecting any specimens. Have all your supplies and equipment out and prepared prior to drawing blood. **Please note that the centrifuge may take 30 minutes to cool, so please plan accordingly.** Draw blood in the following order:

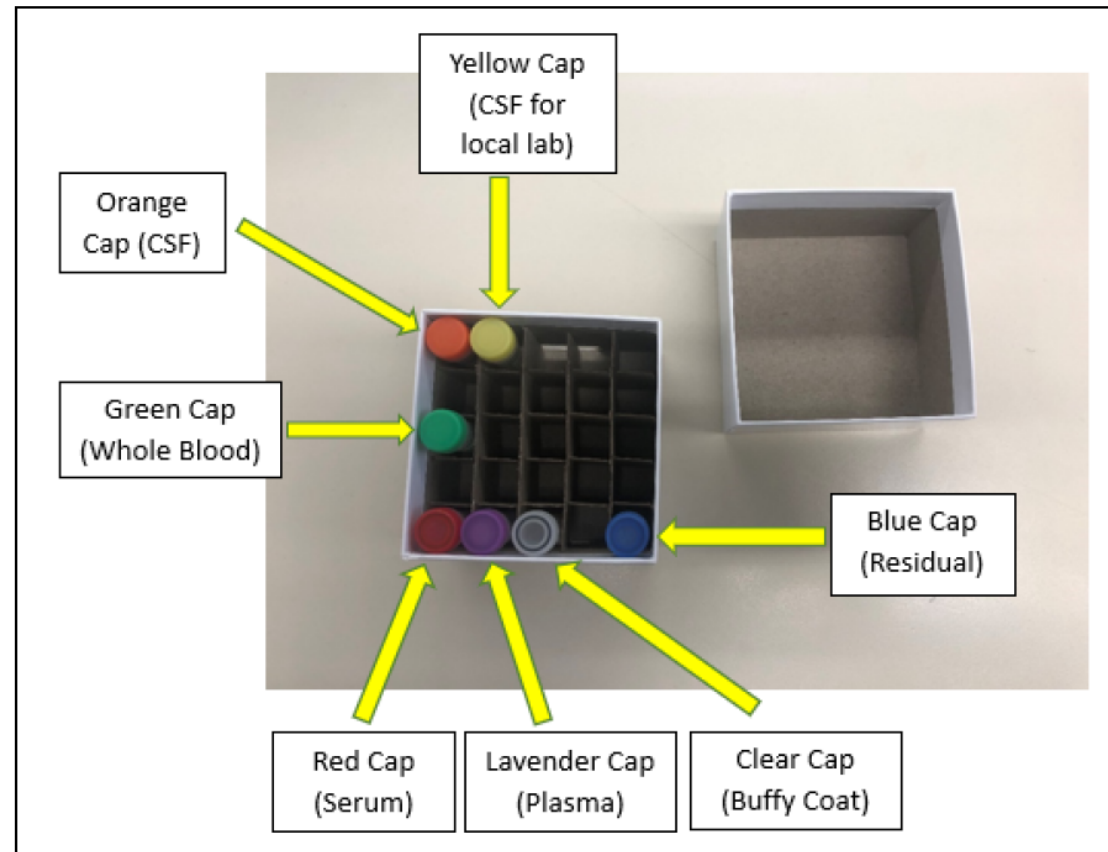
1. Plain Red Top Serum Blood Collection Tube (10 ml) for Serum
2. EDTA (Lavender-Top) Blood Collection Tube (10 ml) for DNA and Plasma x 3
3. EDTA (Lavender-Top) Blood Collection Tube (6 ml) for CLIA lab testing ****CI Baseline ONLY****
4. EDTA (Lavender-Top) Blood Collection Tube (3 ml) for LRS ****only collected once per participant****
5. PAXgene™ Blood Collection Tube (2.5 ml) for RNA
6. Sodium Heparin (Green-Top) Blood Collection Tube (10 ml) x 2 ***optional***

Sample Collection - Blood

Tube Type	Number of Tubes Drawn	Tube Image
1. Plain Red-Top Serum Blood Collection Tube (10 ml) for Serum	x1	
2. EDTA (Lavender-Top) Blood Collection Tube (10 ml) for Plasma	x3	
3. EDTA (Lavender-Top) Blood Collection Tube (6ml) for CLIA lab testing **CI Baseline ONLY**	x1	
4. EDTA (Lavender-Top) Blood Collection Tube (3ml) for LRS **only collected once per participant**	X1	
1. PAXgene™ Blood Collection Tube (2.5 ml) for RNA	x1	
3. Sodium Heparin (Green-Top) Blood Collection Tube (10 ml) for PBMC *optional*	x2	

Aliquot Cap Colors

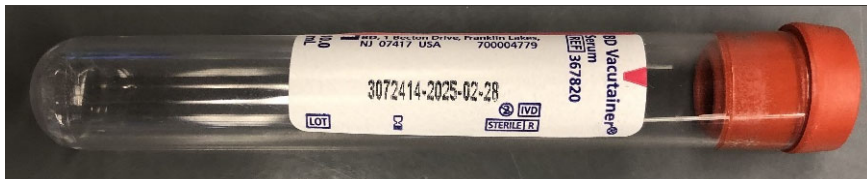
Cap Color	Sample Type
Red Cap	Serum
Lavender Cap	Plasma
Clear Cap	Buffy Coat
Green Cap	Whole Blood (LRS)
Blue Cap	Residual
Orange Cap	CSF
Yellow Cap	CSF for local lab



Serum Preparation (10ml Red Top Tube)

Prior to blood draw, label all tubes:

1 x 10mL Serum Tube



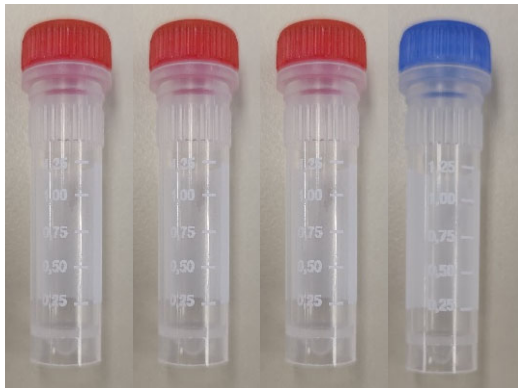
Label with:

iLDS: _____

&

iLEADS	
COLLECT	← COLLECT
Kit: 1000001	
1000000124	
WBLD	← WBLD
SERR10	← SERR10

3 x 2ml Red Cap Cryovials & 1 x 2ml Blue Cap Cryovial



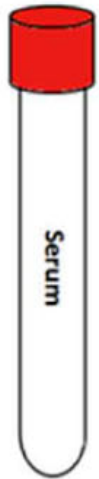
Label with:

iLEADS	
ALIQUOT	← ALIQUOT
Kit: 1000001	
1000000124	
SER	← SER
SERR10	← SERR10

Serum Preparation (10ml Red Top Tube)

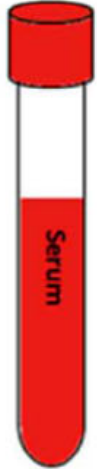


Step One



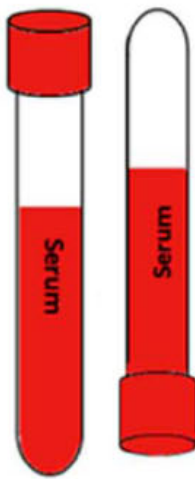
- Store tubes at room temperature.
- Label tubes and cryovials with pre-printed subject labels prior to blood draw.

Step Two



- Collect blood in Serum Tube allowing blood to flow for 10 seconds and ensuring blood flow has stopped.

Step Three



- Immediately after blood draw, invert tube 5 times to mix samples.

Step Four

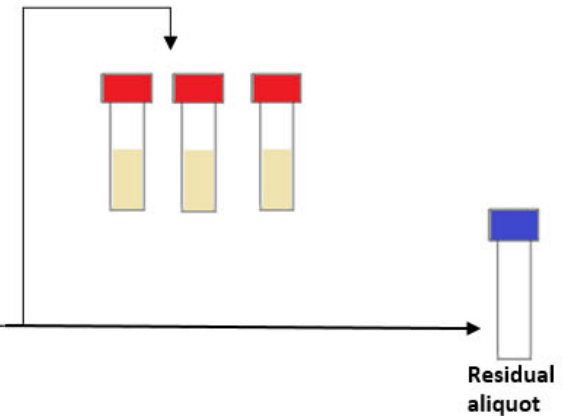


- Allow blood to clot for 30 minutes.
- Within 60 minutes of blood draw, centrifuge samples at 2000 x g for 10 minutes at 4°C.

Step Five

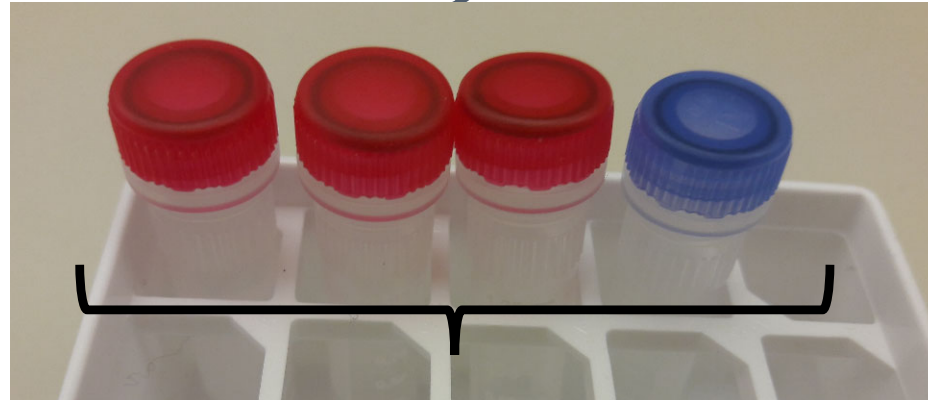
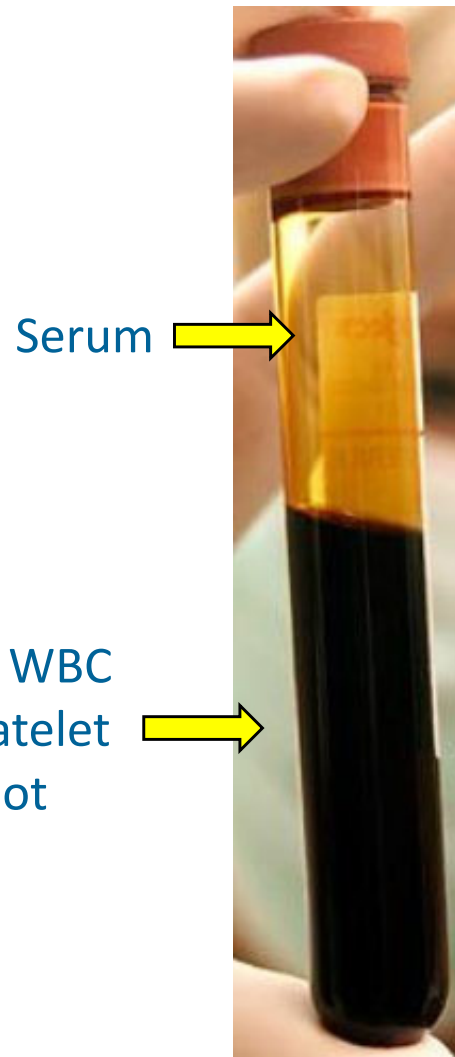


- Must be spun, aliquoted, and stored in -80°C freezer within 2 hours of collection.



- Adhere preprinted labels to the red-cap cryovials.
- Aliquot 1.5 ml into each cryovial tube.
- If a residual aliquot is created, document specimen number and volume on Sample Notification Form.
- Store serum aliquots at -80°C until shipment.

Plain Red-Top Serum Tube (Serum Collection)



Serum Aliquots (up
to 4 possible)



Close up view
of 2.0 ml
cryovial

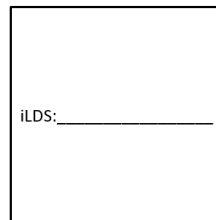
Plasma and Buffy Coat Preparation (10ml Lavender-Top Tube x 3)

Prior to blood draw, label all tubes:

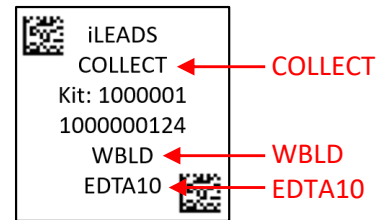
3 x 10mL EDTA Tubes



Label with:



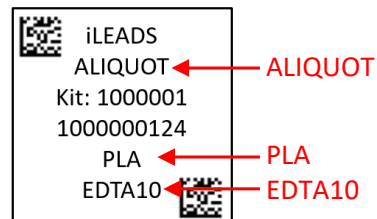
&



9 x 2ml Purple Cap Cryovials & 1 x 2ml Blue Cap Cryovial



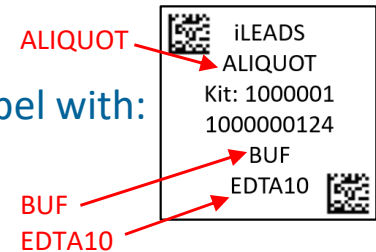
Label with:



3 x 2ml Clear Cap Cryovials



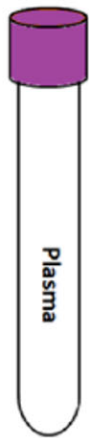
Label with:



Plasma and Buffy Coat Preparation (10ml Lavender-Top Tube x 3)



Step One



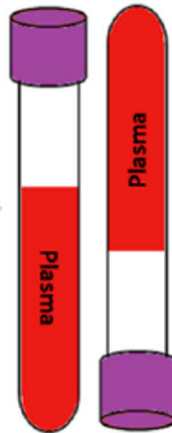
- Store tubes at room temperature.
- Label tubes with preprinted labels prior to blood draw.

Step Two



- Collect blood in EDTA Tubes allowing blood to flow for 10 seconds and ensuring blood flow has stopped.

Step Three



- Immediately after blood draw, invert tubes 8-10 times to mix samples.

Step Four



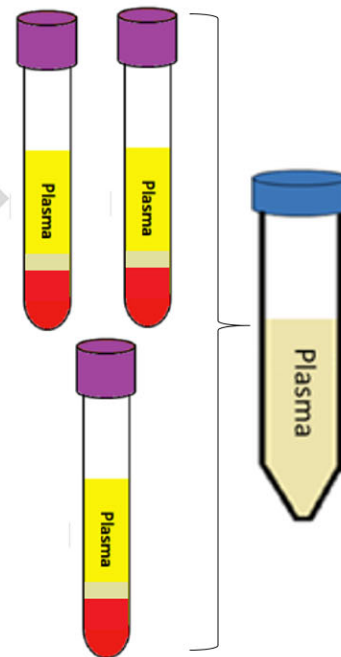
- Place thoroughly mixed tubes on wet ice until centrifugation begins.

Step Five



- Preferably within 30 minutes, centrifuge samples at 2000 x g at 4°C for 10 minutes.
- Samples need to be spun, aliquoted, and in the freezer within 2 hours from the time of collection.

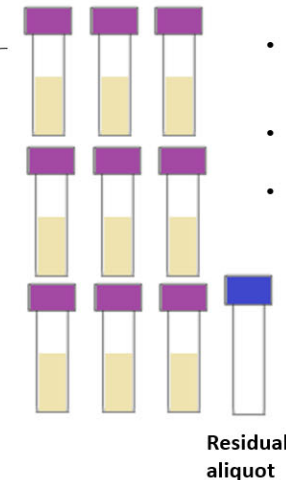
Step Six



- Pool all plasma from the 3 EDTA tubes into a 50ml conical tube and invert gently 3 times to mix the plasma.

Step Seven

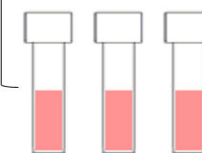
- Adhere preprinted labels to the lavender cap cryovials.
- Aliquot 1.5 ml into each cryovial tube.
- If a residual aliquot is created, document specimen number and volume on Sample Notification Form. Store plasma aliquots at -80°C until shipment.



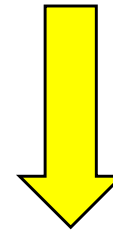
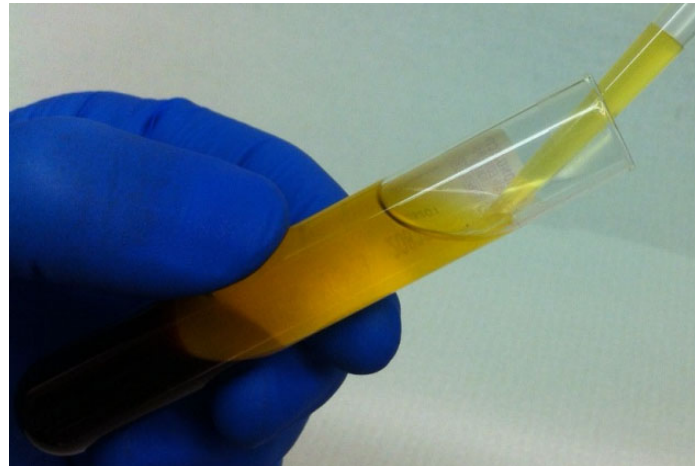
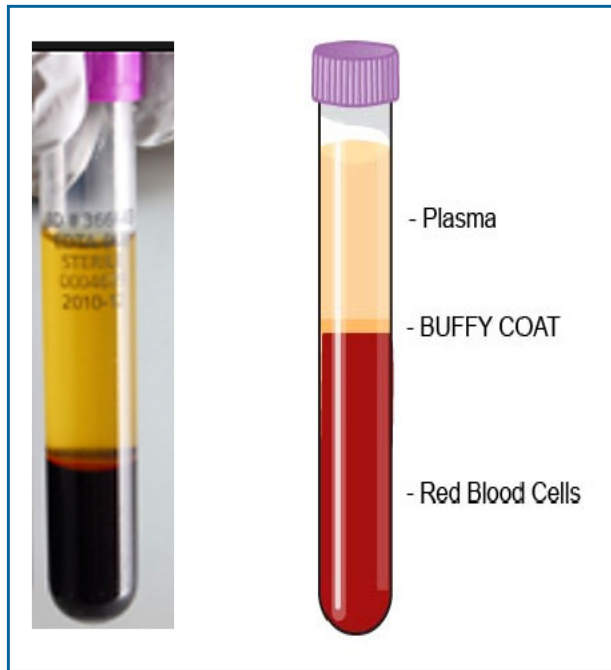
Residual aliquot

Step Eight

- Adhere preprinted labels to the clear cap cryovials.
- Using a clean pipette tip, collect the buffy coats (may have residual plasma and some RBCs included).
- Transfer the buffy coats into the cryovial tubes.
- Store buffy coat aliquots at -80°C until shipment.



EDTA Tube (Plasma Collection)

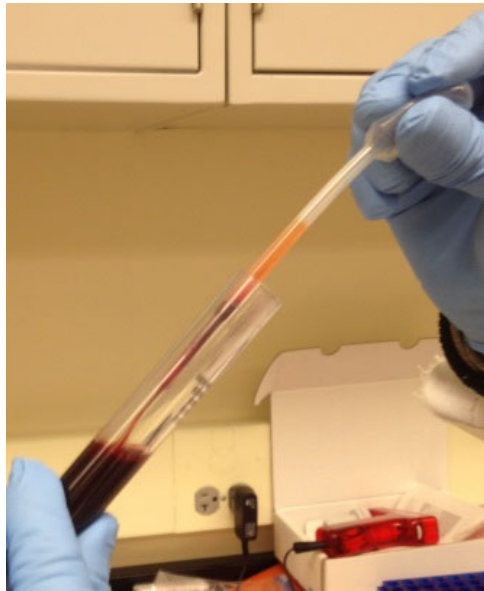
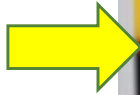


Plasma
Aliquots (10
possible)



EDTA Tube (Buffy Coat Collection)

Buffy Coat
layer (mixed
with RBCs)



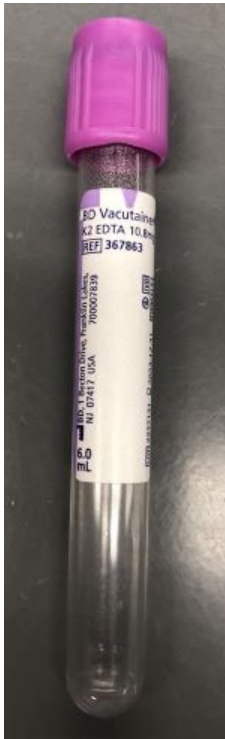
Buffy Coat
Aliquot
(Please use
CLEAR CAP
cryovial)

Important Note:
Buffy Coat aliquots
will be distinguished
from the plasma
aliquots through a
clear cap.

Whole Blood Preparation (6 mL Lavender-Top Tube)

Prior to blood draw, label all tubes:

1 x 6mL EDTA Tube



Label with:

iLDS: _____

&

iLEADS
COLLECT
Kit: 1000001
1000000124
WBLD
EDTA6
CLIA

COLLECT

WBLD

EDTA6

Whole Blood Preparation (6 mL Lavender-Top Tube)



Step One



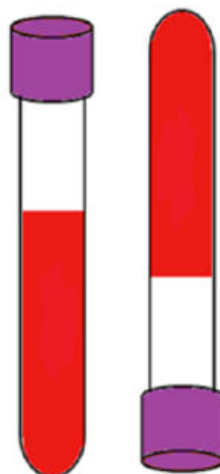
- Store tubes at room temperature.
- Label tubes with pre-printed subject labels prior to blood draw.

Step Two



- Collect blood in tube allowing blood to flow for 10 seconds and ensuring blood flow has stopped.

Step Three



- Immediately after blood draw, invert tube 3 times to mix sample.

Step Four



- Immediately after inversion, freeze the sample in an -80°C freezer until ready to ship.

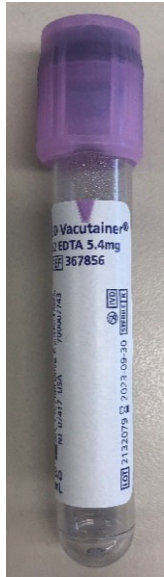


CI Subjects at Baseline Only

Whole Blood Collection (1 x 3ml EDTA Purple Top Tube)

Prior to blood draw, label all tubes:

1 x 3mL EDTA Tube



Label with:

iLDS: _____

&

iLEADS
COLLECT
Kit: 1000001
1000000124
WBLD
EDTA3
LRS

COLLECT

WBLD

EDTA3

Labels will have an additional line to indicate they are for LRS

3 x 2ml Green Cap Cryovials & 1 x 2ml Blue Cap Cryovial



Label with:

iLEADS
ALIQOT
Kit: 1000001
1000000124
WBLD
EDTA3
LRS

ALIQOT

WBLD

EDTA3

Whole Blood Collection (1 x 3ml EDTA Purple Top Tube)



Step 1



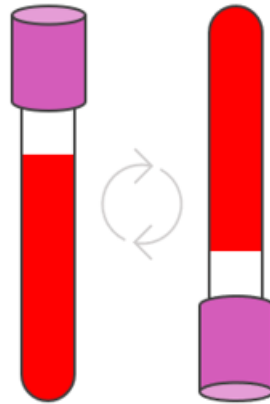
- Store tubes at room temperature.
- Label tubes with pre-printed subject labels prior to blood draw.

Step 2



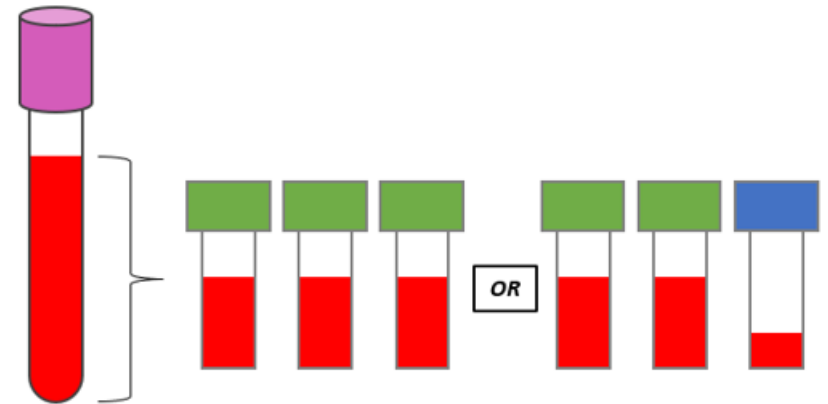
- Collect blood in EDTA Tube allowing blood to flow for 10 seconds and ensuring blood flow has stopped.

Step 3



- Immediately after blood draw, invert tube 8-10 times to mix samples.

Step 4



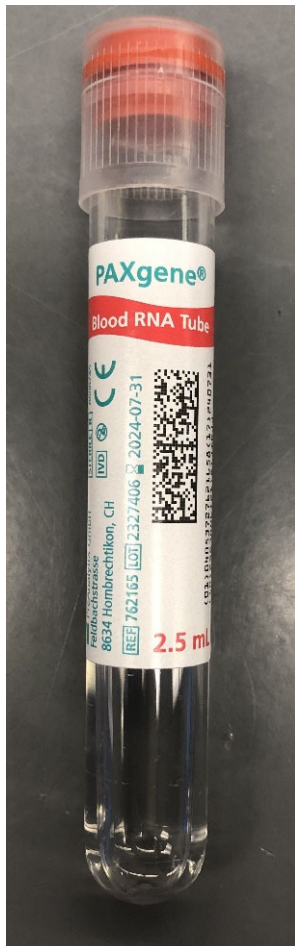
- Adhere preprinted labels to the green cap cryovials.
- Aliquot 1 ml into each cryovial tube.
- If a residual aliquot is created, document specimen number and volume on Sample Notification Form.
- Store whole blood aliquots at -80°C until shipment.

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

RNA Preparation (2.5ml PAXgene™ Tube)

Prior to blood draw, label all tubes:



1 x RNA PAXgene™ Tube



Label with:

iLDS: _____

&

	iLEADS	
	COLLECT	← COLLECT
	Kit: 1000001	
	1000000124	
	WBLD	← WBLD
	RNAPXT10	← RNAPXT10
		

RNA Preparation (2.5ml PAXgene™ Tube)



Step One



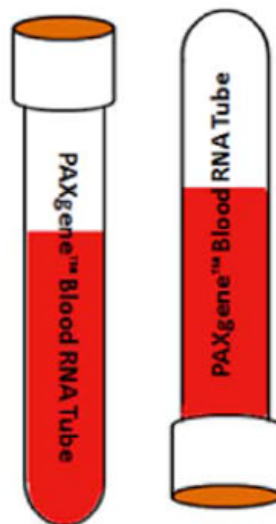
- Store tubes at room temperature.
- Label tubes with pre-printed labels prior to blood draw.

Step Two



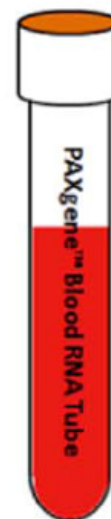
- Collect blood in PAXgene™ tube allowing blood to flow for 10 seconds and ensuring blood flow has stopped.

Step Three



- Immediately after blood draw, invert tubes 8-10 times to mix samples.

Step Four



- Store tubes at -80°C in a wire rack until shipment.



PBMC Preparation (10ml Sodium Heparin Tube) x 2

Prior to blood draw, label all tubes:

2 x 10mL Sodium Heparin (NaHep) PBMC Tubes



Label with:

iLDS: _____

&

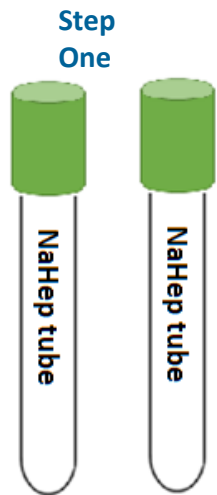
iLEADS
COLLECT
Kit: 1000001
1000000124
WBLD
NAHEP10

COLLECT

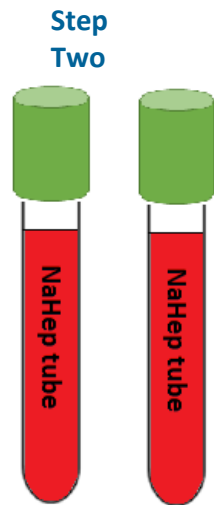
WBLD

NAHEP10

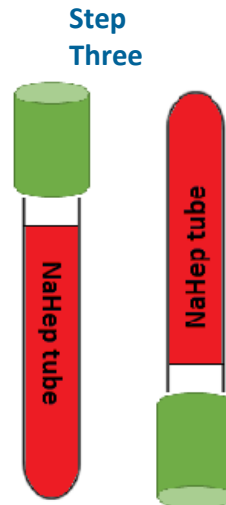
PBMC Preparation (10ml Sodium Heparin Tube) x 2



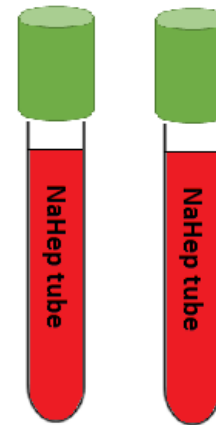
- Store tubes at room temperature.
- Label tubes with pre-printed labels prior to blood draw.



- Collect blood in Sodium Heparin Tubes allowing blood to flow for 10 seconds and ensuring blood flow has stopped.



- Immediately after blood draw, invert tubes 8-10 times to mix samples.

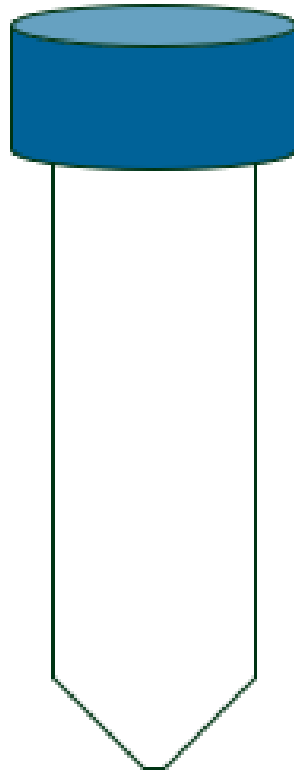


- Store tubes at room temperature until processing.
- Samples are NOT shipped to NCRAD.
- Process within 48 hours of collection.

CSF Collection and Processing

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

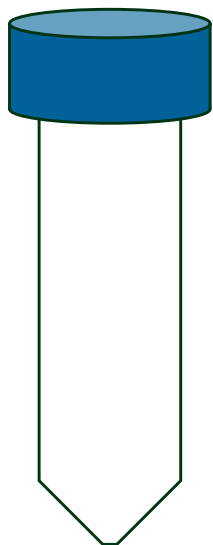
CSF samples should be collected in the morning before breakfast and after an overnight fast. **Collection of biomarker fluids and CSF should be collected after a minimum 6-hour fast.** Only water is permitted until blood draws and the lumbar puncture are completed. Please remember to record “Last time eaten” on CSF Biological Sample and Shipment Notification Form.



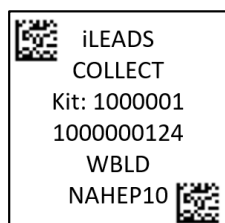
CSF

Prior to CSF draw, label all tubes:

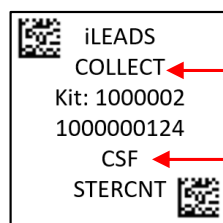
1 x 50ml Sterile Container



Label with:



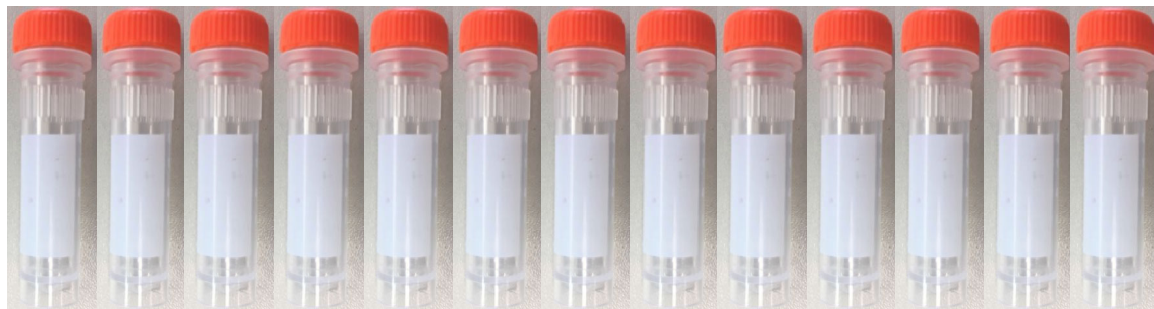
&



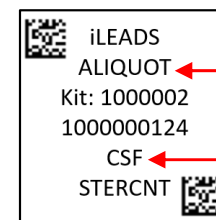
← COLLECT

← CSF

13 x 2ml Orange Cap Cryovials & 1 x 2ml Blue Cap Cryovial



Label with:



← ALIQUOT

← CSF

*NCRAD does not provide a label for the yellow cap cryovial for CSF for your local lab.

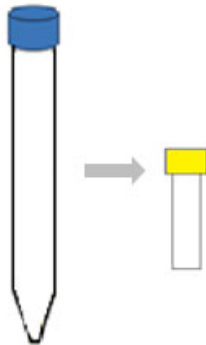
CSF Preparation (15-20 ml total)

Step One



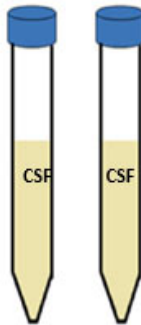
- Label tubes with pre-printed subject labels prior to collection.
- Pre-chill all cryovials on wet ice.

Step Two



- Collect initial 1-2ml (if bloody, collect CSF until cleared of blood) into 15 ml conical tube.
- If not bloody, transfer 1-2 ml into the yellow-cap cryovial.
- Send to local lab for testing.

Step Three



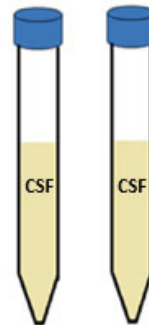
- Collect 10 - 20 ml total, including the 1-2 ml sent to the local lab.
- Collect sample into 2 15 ml conical tubes.

Step Four



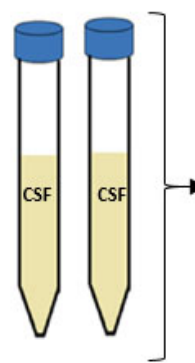
- Place samples upright on wet ice until centrifugation begins.

Step Five



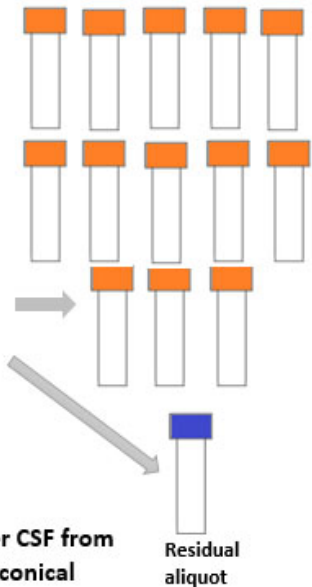
- Preferably within 15 minutes of collection, centrifuge samples at 4°C at 2000 x g for 10 minutes.

Step Six



- Using a clean transfer pipette, transfer CSF from both 15 ml conical tubes into a 50 ml conical tube, leaving the debris in the bottom.
- Gently invert the 50 ml conical tube 3-4 times to mix the sample.
- Aliquot 1.5 ml into the orange-cap cryovials.
- If a residual aliquot is created, aliquot into blue-cap cryovial. Document specimen number and volume on CSF Sample Notification Form.
- Within 2 hours of CSF collection, samples need to be spun, aliquoted and in the freezer. Store at -80°C until shipment. Record time of freezing on CSF Sample Notification Form.

Step Seven



Previously Collected CSF

- International sites may send pre-existing CSF samples to LEADS if:
 - Collected within the 12 months prior to a participant's consent date
and
 - Approval is received by the Genetics and Biorepository Core
and
 - Applicable language must be included in the site's consent form.
- When this scenario arises, the site coordinator should contact NCRAD to prepare the previously collected CSF for shipment.
- The site will work with NCRAD to ensure that samples meet NCRAD requirements.
- Do not ship to NCRAD until receiving direct approval from LEADS Admin and NCRAD staff.

Sample Shipping

Sample Shipment Summary

Sample Type	Processing/ Aliquoting	Tubes to NCRAD	Ship	Days to Ship
Whole blood for RNA extraction	N/A	1	Frozen	Monday-Wednesday
Whole blood (Plain Red-Top Serum Tube) for isolation of serum	1.5 ml serum aliquots per 2.0 ml cryovial (red cap) ; residual volume placed in 2.0 ml cryovial with blue cap	Up to 4	Frozen	Monday-Wednesday
Whole blood for PBMC	N/A	N/A – Kept at site if collected		
Whole blood (Lavender-Top EDTA) for isolation of plasma & buffy coat (for DNA extraction)	1.5 ml plasma aliquots per 2.0 ml cryovial (lavender cap) ; residual volume placed in 2.0 ml cryovial with blue cap	Up to 10	Frozen	Monday-Wednesday
	1 ml buffy coat aliquot per 2.0 ml cryovial (clear cap)	3	Frozen	Monday-Wednesday
Whole blood (Lavender-Top EDTA) for CLIA lab testing	N/A	1	Frozen	Monday-Wednesday
CSF Collection	1.5 ml CSF aliquots per 2.0 ml cryovial (orange cap); residual volume placed in 2.0 ml cryovial with blue cap; 1-2 ml for local lab placed in 2.0 ml cryovial with yellow cap.	Up to 14	Frozen	Monday-Wednesday

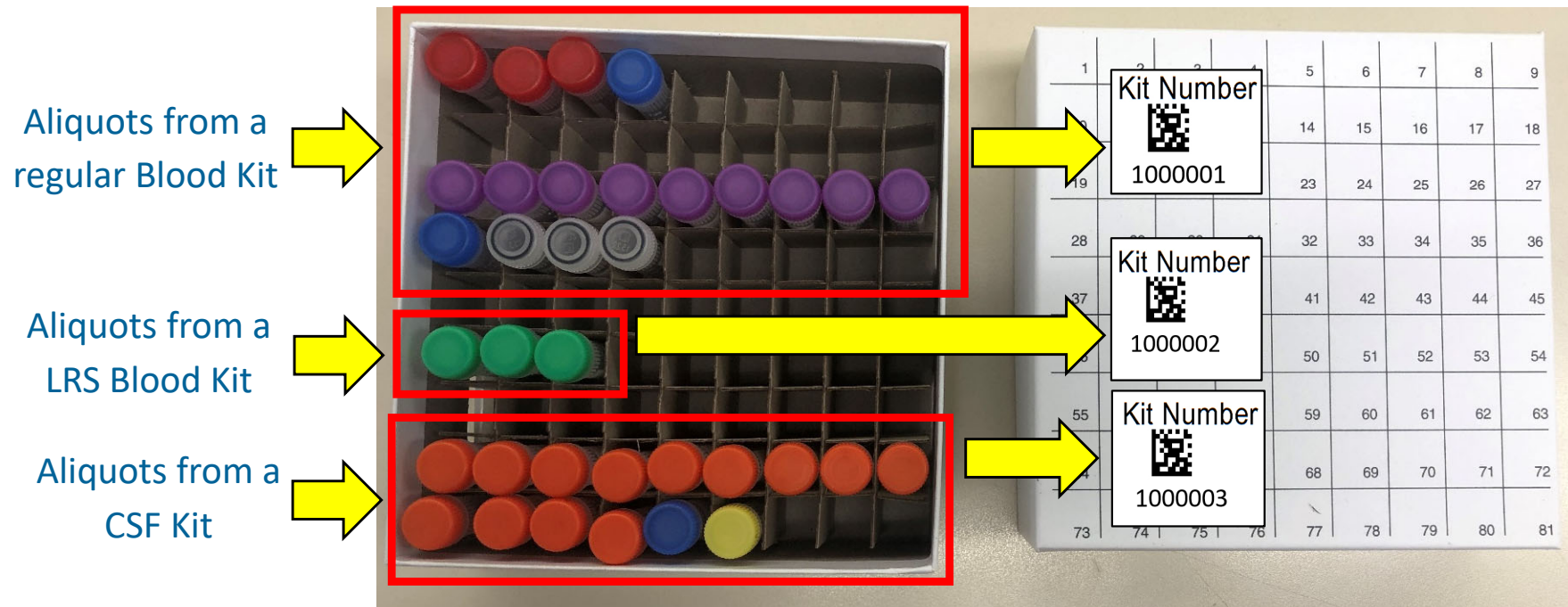
Frozen Sample Shipping

- Sites will ship samples back to NCRAD using the applicable courier listed below

Site	Courier	When Ready to Ship
Lund	World Courier	Contact NCRAD
Sant Pau-Barcelona	World Courier	Contact NCRAD
Fleni-Argentina	World Courier	Contact NCRAD
UCL	World Courier	Contact NCRAD
Vumc – Amsterdam	SGS	Contact SGS Directly

- You should ship back to NCRAD when you have accumulated samples from 4 participant visits, or every six months, whichever is sooner
- The most important issue for shipping is to maintain the temperature of the samples. The frozen samples must never thaw; not even the outside of the tubes should be allowed to defrost

Frozen Shipping - Cryoboxes



A cryobox may have up to three kit number labels on its lid, depending on what samples were collected during the participant's visit.

This is an example of a cryobox with 3 kit number labels, one for each: regular blood kit, LRS blood kit, and CSF kit

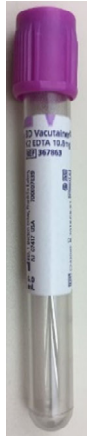
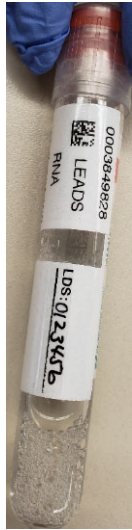
Frozen Shipping - Cryoboxes

Aliquots from a
regular Blood Kit



Please note that the yellow-cap
cryovial of CSF should NOT be
sent back to NCRAD. If used, you
should provide it to your local
lab.

Frozen Shipping - Cryoboxes



Place frozen RNA (and frozen EDTA (6ml & 3ml) tubes, when applicable) in bubble wrap tube sleeves.

Place cryobox and frozen tubes in one Biohazard Bag.

Shipping with World Courier

- When you are ready to ship samples back to NCRAD, contact the NCRAD coordinator (agericks@iu.edu). NCRAD will work with your site and World Courier to arrange a shipment. Prior to pick up, please keep samples stored in a -80°C freezer.
- There will be a waiting period between when you contact NCRAD to instigate a shipment and when the shipment occurs, which is expected to be up to 7 business days. For this reason, **you should contact NCRAD about shipment approximately two weeks before you intend to ship.**
- World Courier will arrive with all of the supplies necessary for packaging and shipping the samples. Please note that World Courier will not handle unpackaged samples. Therefore, a site coordinator will need to place the samples into the packaging provided by World Courier. It is imperative that a site coordinator is available to assist World Courier when they arrive.

Shipping with SGS (Amsterdam Only)

- The Amsterdam site has chosen to coordinate shipping samples back to NCRAD via SGS.
- Amsterdam should obtain all shipping supplies through SGS.
- Specimens being shipped to NCRAD should be considered as Category B UN3373 specimens and as such must be tripled packaged and compliant with IATA Packing Instructions 650. There is additional helpful information in the iLEADS Manual of Procedures.
- See the Latest Edition of the IATA Regulations for complete documentation.
- **It is the site's responsibility to ensure that all packaging, labeling, and forms are completed correctly and safely.**

Shipping Frozen Samples – All Sites

- *Email Biological Sample and Shipment Notification Form to IU [ahead of shipment](#)*
- *[Email: alzstudy@iu.edu](mailto:alzstudy@iu.edu)*

Shipping Regulations and Training – All Sites

PLEASE NOTE:

- All study personnel responsible for shipping should be certified in biospecimen shipping.
- It is the responsibility of each site to ensure that the appropriate training has been provided and conducted in regards to IATA shipping.

Please see following slides for resources.

Federal Regulations/Training – All Sites

- Sites are responsible for ensuring proper training is obtained.
- Current federal and international regulations require anyone directly involved with the shipment of potentially infectious materials and other regulated biological materials (including biological specimens and cultures) **be properly trained on pertinent shipping requirements.**
 - **International Air Transport Association (IATA) Training**

DGI Training Center 800-338-2291 DGItraining.com Provides IATA Certified Air Seminars and online courses	IATA Training Schools North America 1(514)390-6726 Europe, Africa & Middle East 41 (22) 799 2751 Asia, Australia & the Pacific 65 239 7232 www.iata.org Training schools located in 30 countries
Saf-T Pak Inc. www.saftpak.com Provides dangerous goods training via CD or on-site instruction for North America and Europe	Aiconsult Email: Airconsult@wanadoo.fr www.airconsult-bf.com
Bureau of Dangerous Goods LTD., TIANJIN Addr.: No.3 Yingshui road, Nankai district, Tianjin China Tel: 022-23495890 83326960 83326854 / Fax: 022-83326959 Email: cadmin@bdg-china.com.cn www.bdg-china.com.cn	

UN3373 Biological Substance, Category B

Training – All Sites

- Biological Substance, Category B are specimens being transported for “investigational purposes”
- Recommend: investigator sites document training of category B/dangerous goods
- We recommend establishing a record of your staff’s training and date of instruction
- The training records must be made available upon request by the appropriate national authority
 - Additional information from the Department of Transportation (DOT) can be found on their website <http://hazmat.dot.gov>

It is the responsibility of the site to ensure that all appropriate training has been obtained regarding the shipment of study specimens.

Biological Sample and Shipment Notification Forms

Biological Sample and Shipment Notification Forms

- 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 and ambient samples.
- Email: alzstudy@iu.edu

Biological Sample Notification Form- Blood

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

iLEADS International Longitudinal Early-Onset Alzheimer's Disease Study		Participant ID: LDS _____	NCRAD
Biological Sample and Shipment Notification Form <i>Please email or fax the form on or prior to the date of shipment</i>			
To: Kelley Faber		Email: alzstudy@iu.edu	Phone: 1-800-526-2839
General Information:		Kit #:	
From: _____		KIT BARCODE	
Phone: _____			
Email: _____		KIT BARCODE	
Date: _____			
Study: iLEADS: <input type="checkbox"/> CI Participant <input type="checkbox"/> CN Participant		Kit # (Only if 3mL EDTA tube used for LRS):	
Visit (circle one): BASELINE M12 M24 M36 M48 M60 M72			
Sex: <input type="checkbox"/> M <input type="checkbox"/> F			
Year of Birth: _____			
Tracking #: _____			
Blood Collection:			
1. Date Drawn (MM/DD/YYYY): _____		2. Time of Drawn (24 hour clock): _____ [HHMM]	
3. Last time subject ate (MM/DD/YYYY): _____		4. Last time subject at (24 hour clock): _____ [HHMM]	
Blood Processing:			
RNA (PAXgene Tube)		Plasma & Buffy Coat (Lavender Top Tube – 10mL)	
Total Volume of blood drawn (1 x 2.5 mL PAXgene RNA tube): _____ mL		Time spin started (24 hour clock): _____ [HHMM]	
Time PAXgene RNA tube placed in freezer (24 hour clock): _____ [HHMM]		Duration of centrifuge: _____ [HHMM]	
Storage temperature of freezer: _____ °C		Temp of centrifuge: _____ °C	
Serum (Red Top Tube)		Rate of centrifuge: _____ xg	
Time spin started (24 hour clock): _____ [HHMM]		Original volume drawn (3x10 mL EDTA tubes):	
Duration of centrifuge: _____ minutes		EDTA #1: _____ mL EDTA #2: _____ mL EDTA #3: _____ mL	
Temp of centrifuge: _____ °C		Time aliquoted: _____ [HHMM]	
Rate of centrifuge: _____ xg		Number of 1.5 mL plasma aliquots created: _____	
Original volume drawn (1x10 mL Serum tube): _____ mL		If applicable, volume of residual plasma aliquot (less than 1.5 mL-Blue cap): _____ mL	
Original volume drawn (1x10 mL Serum tube): _____ mL		If applicable, specimen number of residual plasma aliquot (last four digits): _____	
Time aliquoted: _____ [HHMM]		Time aliquots placed in freezer (24 hour clock): _____ [HHMM]	
Number of 1.5 mL serum aliquots created: _____		Storage temperature of freezer: _____ °C	
If applicable, volume of residual serum aliquot (less than 1.5 mL-Blue cap): _____ mL		Buffy coat aliquot #1 (last four digits): _____	
If applicable, specimen number of residual serum aliquot (last four digits): _____		Buffy coat volume #1: _____ mL	
Time aliquots placed in freezer (24 hour clock): _____ [HHMM]		Buffy coat aliquot #2 (last four digits): _____	
Storage temperature of freezer: _____ °C		Buffy coat volume #2: _____ mL	
EDTA (Lavender Top Tube – 3mL)		Buffy coat aliquot #3 (last four digits): _____	
3mL EDTA tube for LRS collected? <input type="checkbox"/> Yes <input type="checkbox"/> No		Buffy coat volume #3: _____ mL	
Original volume drawn (1x3mL EDTA tube): _____ mL		Buffy coat aliquot #4 (last four digits): _____	
Time aliquoted: _____ [HHMM]		Buffy coat volume #4: _____ mL	
Whole blood aliquot #1 (last four digits): _____		EDTA (Lavender Top Tube – 6mL)	
Whole blood volume #1: _____ mL		6mL EDTA tube for CLIA testing collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Whole blood aliquot #2 (last four digits): _____		Original volume drawn (1x6mL EDTA tube): _____ mL	
Whole blood volume #2: _____ mL		Notes:	
Whole blood aliquot #3 (last four digits): _____			
Whole blood volume #3: _____ mL			
Whole blood aliquot #4 (last four digits): _____			
Whole blood volume #4: _____ mL			

Biological Sample Notification Form- Blood

There should be a second
Kit Number Label placed on
the form if a 3mL EDTA tube
was collected and aliquoted
for LRS

iLEADS International Longitudinal Early-Onset Alzheimer's Disease Study		Participant ID: LDS _____	NCRAD
Biological Sample and Shipment Notification Form <i>Please email or fax the form on or prior to the date of shipment</i>			
To: Kelley Faber		Email: alzstudy@iu.edu	Phone: 1-800-526-2839
General Information:		Kit #:	
From: _____		<div>KIT BARCODE</div> <div>Kit # (Only if 3mL EDTA tube used for LRS):</div> <div>KIT BARCODE</div>	
Phone: _____			
Email: _____			
Date: _____			
Study: iLEADS: <input type="checkbox"/> CI Participant <input type="checkbox"/> CN Participant			
Visit (circle one): BASELINE M12 M24 M36 M48 M60 M72			
Sex: <input type="checkbox"/> M <input type="checkbox"/> F			
Year of Birth: _____			
Tracking #: _____			
Blood Collection:			
1. Date Drawn (MM/DD/YYYY): _____		2. Time of Drawn (24 hour clock): _____ [HHMM]	
3. Last time subject ate (MM/DD/YYYY): _____		4. Last time subject at (24 hour clock): _____ [HHMM]	
Blood Processing:			
RNA (PAXgene Tube)		Plasma & Buffy Coat (Lavender Top Tube – 10mL)	
Total Volume of blood drawn (1 x 2.5 mL PAXgene RNA tube): _____ mL		Time spin started (24 hour clock): _____ [HHMM]	
Time PAXgene RNA tube placed in freezer (24 hour clock): _____ [HHMM]		Duration of centrifuge: _____ [HHMM]	
Storage temperature of freezer: _____ °C		Temp of centrifuge: _____ °C	
Serum (Red Top Tube)		Rate of centrifuge: _____ xg	
Time spin started (24 hour clock): _____ [HHMM]		Original volume drawn (3x10 mL EDTA tubes):	
Duration of centrifuge: _____ minutes		EDTA #1: _____ mL EDTA #2: _____ mL EDTA #3: _____ mL	
Temp of centrifuge: _____ °C		Time aliquoted: _____ [HHMM]	
Rate of centrifuge: _____ xg		Number of 1.5 mL plasma aliquots created: _____	
Original volume drawn (1x10 mL Serum tube): _____ mL		If applicable, volume of residual plasma aliquot (less than 1.5 mL-Blue cap): _____ mL	
Original volume drawn (1x10 mL Serum tube): _____ mL		If applicable, specimen number of residual plasma aliquot (last four digits): _____	
Time aliquoted: _____ [HHMM]		Time aliquots placed in freezer (24 hour clock): _____ [HHMM]	
Number of 1.5 mL serum aliquots created: _____		Storage temperature of freezer: _____ °C	
If applicable, volume of residual serum aliquot (less than 1.5 mL-Blue cap): _____ mL		Buffy coat aliquot #1 (last four digits): _____	
If applicable, specimen number of residual serum aliquot (last four digits): _____		Buffy coat volume #1: _____ mL	
Time aliquots placed in freezer (24 hour clock): _____ [HHMM]		Buffy coat aliquot #2 (last four digits): _____	
Storage temperature of freezer: _____ °C		Buffy coat volume #2: _____ mL	
EDTA (Lavender Top Tube – 3mL)		Buffy coat aliquot #3 (last four digits): _____	
3mL EDTA tube for LRS collected? <input type="checkbox"/> Yes <input type="checkbox"/> No		Buffy coat volume #3: _____ mL	
Original volume drawn (1x3mL EDTA tube): _____ mL		Buffy coat aliquot #4 (last four digits): _____	
Time aliquoted: _____ [HHMM]		Buffy coat volume #4: _____ mL	
Whole blood aliquot #1 (last four digits): _____		EDTA (Lavender Top Tube – 6mL)	
Whole blood volume #1: _____ mL		6mL EDTA tube for CLIA testing collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Whole blood aliquot #2 (last four digits): _____		Original volume drawn (1x6mL EDTA tube): _____ mL	
Whole blood volume #2: _____ mL		Notes:	
Whole blood aliquot #3 (last four digits): _____			
Whole blood volume #3: _____ mL			
Whole blood aliquot #4 (last four digits): _____			
Whole blood volume #4: _____ mL			

Biological Sample Notification Form- Blood

Provide this information
about the site:

From: Site coordinator name

Phone: Site phone number

Email: Site email or site
coordinator's email

iLEADS International Longitudinal Early-Onset Alzheimer's Disease Study		Participant ID: LDS _____	NCRAD
Biological Sample and Shipment Notification Form <i>Please email or fax the form on or prior to the date of shipment</i>			
To: Kelley Faber		Email: alzstudy@iu.edu	Phone: 1-800-526-2839
General Information:		Kit #:	
From: _____		KIT BARCODE	
Phone: _____			
Email: _____		Kit # (Only if 3mL EDTA tube used for LRS):	
Date: _____		KIT BARCODE	
Study: iLEADS: <input type="checkbox"/> CI Participant <input type="checkbox"/> CN Participant			
Visit (circle one): BASELINE M12 M24 M36 M48 M60 M72			
Sex: <input type="checkbox"/> M <input type="checkbox"/> F			
Year of Birth: _____			
Tracking #: _____			
Blood Collection:			
1. Date Drawn (MM/DD/YYYY): _____		2. Time of Drawn (24 hour clock): _____ [HHMM]	
3. Last time subject ate (MM/DD/YYYY): _____		4. Last time subject at (24 hour clock): _____ [HHMM]	
Blood Processing:			
RNA (PAXgene Tube)		Plasma & Buffy Coat (Lavender Top Tube – 10mL)	
Total Volume of blood drawn (1 x 2.5 mL PAXgene RNA tube): _____ mL		Time spin started (24 hour clock): _____ [HHMM]	
Time PAXgene RNA tube placed in freezer (24 hour clock): _____ [HHMM]		Duration of centrifuge: _____ [HHMM]	
Storage temperature of freezer: _____ °C		Temp of centrifuge: _____ °C	
Serum (Red Top Tube)		Rate of centrifuge: _____ xg	
Time spin started (24 hour clock): _____ [HHMM]		Original volume drawn (3x10 mL EDTA tubes):	
Duration of centrifuge: _____ minutes		EDTA #1: _____ mL EDTA #2: _____ mL EDTA #3: _____ mL	
Temp of centrifuge: _____ °C		Time aliquoted: _____ [HHMM]	
Rate of centrifuge: _____ xg		Number of 1.5 mL plasma aliquots created: _____	
Original volume drawn (1x10 mL Serum tube): _____ mL		If applicable, volume of residual plasma aliquot (less than 1.5 mL-Blue cap): _____ mL	
Original volume drawn (1x10 mL Serum tube): _____ mL		If applicable, specimen number of residual plasma aliquot (last four digits): _____	
Time aliquoted: _____ [HHMM]		Time aliquots placed in freezer (24 hour clock): _____ [HHMM]	
Number of 1.5 mL serum aliquots created: _____		Storage temperature of freezer: _____ °C	
If applicable, volume of residual serum aliquot (less than 1.5 mL-Blue cap): _____ mL		Buffy coat aliquot #1 (last four digits): _____	
If applicable, specimen number of residual serum aliquot (last four digits): _____		Buffy coat volume #1: _____ mL	
Time aliquots placed in freezer (24 hour clock): _____ [HHMM]		Buffy coat aliquot #2 (last four digits): _____	
Storage temperature of freezer: _____ °C		Buffy coat volume #2: _____ mL	
EDTA (Lavender Top Tube – 3mL)		Buffy coat aliquot #3 (last four digits): _____	
3mL EDTA tube for LRS collected? <input type="checkbox"/> Yes <input type="checkbox"/> No		Buffy coat volume #3: _____ mL	
Original volume drawn (1x3mL EDTA tube): _____ mL		Buffy coat aliquot #4 (last four digits): _____	
Time aliquoted: _____ [HHMM]		Buffy coat volume #4: _____ mL	
Whole blood aliquot #1 (last four digits): _____		EDTA (Lavender Top Tube – 6mL)	
Whole blood volume #1: _____ mL		6mL EDTA tube for CLIA testing collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Whole blood aliquot #2 (last four digits): _____		Original volume drawn (1x6mL EDTA tube): _____ mL	
Whole blood volume #2: _____ mL		Notes:	
Whole blood aliquot #3 (last four digits): _____			
Whole blood volume #3: _____ mL			
Whole blood aliquot #4 (last four digits): _____			
Whole blood volume #4: _____ mL			

Biological Sample Notification Form – CSF

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

iLEADS international Longitudinal Early-Onset Alzheimer's Disease Study		Participant ID: LDS _____	NCRAD
Biological Sample and Shipment Notification Form <i>Please email or fax the form on or prior to the date of shipment</i>			
To: Kelley Faber		Email: alzstudy@iu.edu	Phone: 1-800-526-2839
General Information:			
From: _____		Kit #: _____	
Phone: _____		KIT BARCODE	
Email: _____			
Date: _____			
Study: iLEADS: <input type="checkbox"/> CI Participant <input type="checkbox"/> CN Participant			
Visit (circle one): BASELINE M12 M24 M36 M48 M60 M72			
Sex: <input type="checkbox"/> M <input type="checkbox"/> F			
Year of Birth: _____		CSF Collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tracking #: _____		Gauge needle used for LP: <input type="checkbox"/> 22G <input type="checkbox"/> 24G	
CSF Collection:			
1. Date of Collection (MM/DD/YYYY): _____			
2. Time of Collection (24 hour clock): _____ [HHMM]			
3. Last date subject ate (MM/DD/YYYY): _____			
4. Last time subject at (24 hour clock): _____ [HHMM]			
CSF Processing:			
Total amount of CSF collected:	_____ mL		
Time spin started (24 hour clock):	_____ [HHMM]		
Duration of centrifuge:	_____ minutes		
Temp of centrifuge:	_____ °C		
Rate of centrifuge	_____ xg		
Time aliquoted:	_____ [HHMM]		
Number of 1.5mL aliquots created (up to 14 total): (Orange cap cryovial) _____			
If applicable, volume of CSF residual aliquot (Blue cap cryovial) _____			
If applicable, specimen number of residual CSF aliquot (Last four digits): _____			
Time aliquots placed in freezer (24 hour clock):			_____ [HHMM]
Storage temperature of freezer:			_____ °C
Notes:			

Biological Sample Notification Form – CSF

Provide this information
about the site:

From: Site coordinator name

Phone: Site phone number

Email: Site email or site
coordinator's email

iLEADS international Longitudinal Early-Onset Alzheimer's Disease Study		Participant ID: LDS _____	NCRAD
Biological Sample and Shipment Notification Form <i>Please email or fax the form on or prior to the date of shipment</i>			
To: Kelley Faber		Email: alzstudy@iu.edu	Phone: 1-800-526-2839
General Information:		Kit #:	
From: _____		KIT BARCODE	
Phone: _____			
Email: _____			
Date: _____			
Study: iLEADS: <input type="checkbox"/> CI Participant <input type="checkbox"/> CN Participant			
Visit (circle one): BASELINE M12 M24 M36 M48 M60 M72			
Sex: <input type="checkbox"/> M <input type="checkbox"/> F			
Year of Birth: _____		CSF Collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tracking #: _____		Gauge needle used for LP: <input type="checkbox"/> 22G <input type="checkbox"/> 24G	
CSF Collection:			
1. Date of Collection (MM/DD/YYYY): _____			
2. Time of Collection (24 hour clock): _____ [HHMM]			
3. Last date subject ate (MM/DD/YYYY): _____			
4. Last time subject ate (24 hour clock): _____ [HHMM]			
CSF Processing:			
Total amount of CSF collected:	_____ mL		
Time spin started (24 hour clock):	_____ [HHMM]		
Duration of centrifuge:	_____ minutes		
Temp of centrifuge:	_____ °C		
Rate of centrifuge	_____ xg		
Time aliquoted:	_____ [HHMM]		
Number of 1.5mL aliquots created (up to 14 total): (Orange cap cryovial)	_____		
If applicable, volume of CSF residual aliquot (Blue cap cryovial)	_____		
If applicable, specimen number of residual CSF aliquot (Last four digits):	_____		
Time aliquots placed in freezer (24 hour clock):	_____ [HHMM]		
Storage temperature of freezer:	_____ °C		
Notes:			

NCRAD Website

Helpful Pages

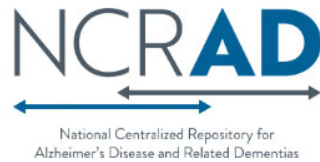
- <https://ncrad.iu.edu/contact/holiday-closures>

 / [Contact](#) / [Holiday Closures](#)

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

iLEADS Active Study Page

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COORDINATE STUDIES

iLEADS

[NIA-AD FBS](#)[NAPS2](#)[PATH](#)[APOE](#)[4RTNI-2](#)[90+ Study](#)[ABC-DS](#)[ACAD](#)[ACE](#)[ACT](#)[ADCFB](#)[ADNI-3,4](#)[AGMP](#)[ALLFTD](#)[BBBSR](#)[BenfoTeam](#)[BEYONDD](#)[CADASIL](#)[CLARITI](#)[/ Coordinate Studies / LEADS](#)

iLEADS ACTIVE STUDY PAGE

Welcome iLEADS Study staff, coordinators, and PI's.

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 [1-800-526-2839](#) or directly at [317-278-8413](#).



CI (Cognitively Impaired) Participants					
	Baseline	M12	M24	M36	M48/Annual Visit
Serum	✓	✓	✓	✓	✓
Plasma	✓	✓	✓	✓	✓
Buffy Coat (DNA)	✓	✓	✓	✓	✓
Whole Blood for CLIA lab testing	✓				
Whole Blood for Long Read Sequencing	✓	Collected only once over the entire course of a participant's participation in the iLEADS Study. May be collected at longitudinal visits if not collected at Baseline			
Whole Blood for RNA	✓	✓	✓	✓	✓
Whole Blood for PBMC <i>*optional</i>	✓	✓	✓	✓	✓
CSF <i>*optional</i>	✓	✓	✓	✓	



Contact Information

- Questions?

Please contact NCRAD Coordinators at:

- Phone: 1-800-526-2839 or 317-278-1133
- E-mail: alzstudy@iu.edu or agericks@iu.edu
- Website: www.ncrad.org