## I-CONNECT MANUAL OF PROCEDURES UPDATE:

**V03.2020**

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<tr>
<td>Document Footer</td>
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<td>Table of Contents</td>
<td>Page numbers modified appropriately for update summary.</td>
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<tr>
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<tr>
<td>Throughout Document</td>
<td>1. Updated fax number and room number.</td>
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Internet-based Conversational Engagement Clinical Trial
(I-CONECT)

in collaboration with

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

Manual of Procedures

Version 4.1

March, 2020
# TABLE OF CONTENTS

1.0 Abbreviations ........................................................................................................4

2.0 Purpose ..................................................................................................................5

3.0 NCRAD Information .............................................................................................6
   3.1 NCRAD Contacts
   3.2 Hours of Operation
   3.3 Holiday Schedules
   3.4 Holiday Observations

4.0 NCRAD Saliva Collection Instructions .................................................................8
   4.1 Label Instructions
   4.2 Preparation for Saliva Collection

5.0 NCRAD Specimen Collection Kits, Shipping Kits, and Supplies .......................10
   5.1 Specimen Collection Kit Contents
   5.2 Kit Supply to Study Sites

6.0 NCRAD Saliva Kit Shipping Information ............................................................11
   6.1 General Shipping Information
   6.2 Saliva Sample Shipping Instructions

7.0 Appendices List ....................................................................................................13
   7.1 Appendix A: Biological Sample and Shipment Notification Form
# Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>APOE</td>
<td>Apolipoprotein E</td>
</tr>
<tr>
<td>DNA</td>
<td>Deoxyribonucleic Acid</td>
</tr>
<tr>
<td>I-CONECT</td>
<td>Internet-Based Conversational Engagement Clinical Trial</td>
</tr>
<tr>
<td>IU</td>
<td>Indiana University</td>
</tr>
<tr>
<td>NCRAD</td>
<td>National Centralized Repository for Alzheimer’s Disease and Related Dementias</td>
</tr>
<tr>
<td>USPS</td>
<td>United States Postal Service</td>
</tr>
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</table>
2.0 **PURPOSE**

The collection of biofluids is an important part of the I-CONECT study. These samples will be used to:

- Obtain APOE data
- Facilitate sample sharing

The purpose of this manual is to provide study staff (PIs, study coordinators, and study assessors) at the various study sites with instructions for collection and submission of biological samples for I-CONECT study visits. It includes instructions for biospecimen submission to NCRAD located in Indianapolis at Indiana University (IU).

*The following samples will be sent to NCRAD:*

- Saliva sample

This manual includes instructions for collection of saliva, labeling, storage prior to shipping, and shipping to NCRAD.

These procedures are relevant to all study personnel responsible for processing saliva specimens entering NCRAD.
3.0 NCRAD INFORMATION

3.1 NCRAD Contacts

Tatiana Foroud, PhD, NCRAD Leader
Phone: 317-274-2218

Kelley Faber, MS, CCRC, Project Manager
Phone: 317-274-7360
Email: kelfaber@iu.edu

Colleen Mitchell, Laboratory Manager
Phone: 317-278-9016
Email: mitchecm@iu.edu

General NCRAD Contact Information
Phone: 1-800-526-2839
Fax: 317-321-2003
Email: alzstudy@iu.edu
Website: www.ncrad.org

Kristi Wilmes, MS, CCRP, Study Coordinator
Phone: 317-274-7546
Email: wilmesk@iu.edu

Sample Shipment Mailing address
I-CONECT at NCRAD
Indiana University School of Medicine
351 West 10th Street
TK-217
Indianapolis, IN 46202
3.2 **Hours of Operation**

Indiana University (IU) business hours are from 8 AM to 5 PM Eastern Time, Monday through Friday.

Check weather report to make sure impending weather events (blizzards, hurricanes, etc.) will not affect the shipping or delivery of the samples.

3.3 **Holiday Schedules**

- Please note that courier services may observe a different set of holidays. Please be sure to verify shipping dates with your courier prior to any holiday.

3.4 **Holiday Observations**

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>3rd Monday in January</td>
<td>Martin Luther King, Jr Day</td>
</tr>
<tr>
<td>4th Monday in May</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day (observed)</td>
</tr>
<tr>
<td>1st Monday in September</td>
<td>Labor Day</td>
</tr>
<tr>
<td>4th Thursday in November</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>4th Friday in November</td>
<td>Friday after Thanksgiving</td>
</tr>
<tr>
<td>December 25</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

Please note that between December 24th and January 2nd, Indiana University will be open Monday through Friday for essential operations **ONLY** and will re-open for normal operations on January 2nd. If at all possible, biological specimens for submission to Indiana University should **NOT** be collected and shipped to Indiana University after the second week of December. Saliva samples are very stable after collection. Therefore, all samples should be able to be stored and shipped after this holiday period. However, should it be absolutely necessary to ship samples for DNA extraction to Indiana University during this period, please contact the Indiana University staff before December 20th by e-mailing alzstudy@iu.edu, so that they can arrange to have staff available to receive incoming samples.

**Please see:** [https://ncrad.org/holiday_closures.html](https://ncrad.org/holiday_closures.html) for additional information.
4.0 **NCRAD Saliva Collection Instructions**

4.1 **Labeling Instructions**
Two labels will be sent in the kit. One will be for the tube, one to place on the Sample and Shipment Notification Form. In order to ensure the label adheres properly and remains on the tube, please follow these instructions:

- Using a fine point permanent marker, fill-in label before placing on the tube.
- The tube label contains a 2D barcode on the left hand side of the label. Place this barcode toward the tube cap.
- Place label horizontally on the tube just below the “fill to” line and place so as not to cover the tube information.
- Place label before sample collection. This should help to ensure the label properly adheres to the tube before exposure to moisture or handling.
- Place additional label provided with kit on I-CONECT Sample and Shipment Notification Form.

![Blank Tube Label]

![Label on Tube]

4.2 **Preparation for Saliva Collection**

**Remember:** Do NOT remove plastic film from the lid.

**Subject should not eat, drink, smoke, chew gum or brush teeth for 30 minutes prior to giving sample.**
Subject does NOT need to rinse their mouth prior to giving the sample. Most people take between 2 and 5 minutes to deliver a saliva sample following steps 1 to 5 below. Before spitting, ask subject to relax and rub their cheeks gently for 30 seconds to create saliva.

**STEP 1**
- Do NOT remove the plastic film from the lid of the container.
- Spit directly into the funnel at the top of the tube until the amount of liquid saliva (not including bubbles) reaches the fill line shown in picture #1.
- The saliva tube has a false bottom, so you will only need to provide 2 milliliters (less than ½ teaspoon) of saliva to reach the fill line.
- Do NOT fill above the line.

**STEP 2**
- Once the saliva level reaches the fill line, hold the tube upright with one hand.
- Close the lid with the other hand (as shown) by firmly pushing the lid until you hear a loud click.
- The liquid in the lid will be released into the tube to mix with the saliva. Make sure that the lid is closed tightly.

**STEP 3**
- Hold the tube upright.
- Unscrew the funnel from the tube.
- Pick up the small cap for the tube.
- Use the small cap to close the tube tightly.
To review a video of the saliva collection procedure, please visit:
http://www.dnagenotek.com/ROW/support/ciOG500.html

Intended Use: This product is designed for the safe collection of human saliva samples.

Contents: The funnel lid contains 2 mL of Oragene® DNA liquid. The solution should be clear and colorless.

Warnings: Do not ingest the Oragene® DNA liquid. Wash with water if the Oragene® DNA liquid comes in contact with eyes or skin.

Storage: Store at room temperature 15-30°C (59-86°F).

5.0 NCRAD Specimen Collection Kits, Shipping Kits, and Supplies

NCRAD will provide saliva sample collection kits for research specimens as part of the I-CONECT Study. Collection and Aliquot Tube Labels will be pre-printed with study information. Please ensure that all tubes are properly labeled during processing and at the time of shipment according to Section 4.1.

5.1 Specimen Collection Kit Contents
Collection kits contain the following (for each subject) and provide the necessary supplies to collect saliva samples from a given subject. Do not replace or supplement any of the tubes or kit components provided with your own supplies unless you have received approval from the NCRAD Study team to do so. Please store all kits at room temperature until use.
I-CONECT Saliva Kit

<table>
<thead>
<tr>
<th>Quantity</th>
<th>I-CONECT Saliva Kit Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Saliva kit (DNA Genotek) OGR-500</td>
</tr>
<tr>
<td>1</td>
<td>Address label</td>
</tr>
<tr>
<td>1</td>
<td>Small bubble mailer</td>
</tr>
<tr>
<td>1</td>
<td>Saliva kit biohazard bag</td>
</tr>
<tr>
<td>2</td>
<td>Cryohold label</td>
</tr>
<tr>
<td>1</td>
<td>Human Exempt label</td>
</tr>
<tr>
<td>1</td>
<td>Large resealable bag</td>
</tr>
</tbody>
</table>

Individual Supplies

<table>
<thead>
<tr>
<th>Quantity</th>
<th>I-CONECT Saliva Kit Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Request</td>
<td>Saliva kit (DNA Genotek) OGR-500</td>
</tr>
<tr>
<td>By Request</td>
<td>Address label</td>
</tr>
<tr>
<td>By Request</td>
<td>Small bubble mailer</td>
</tr>
<tr>
<td>By Request</td>
<td>Saliva kit biohazard bag</td>
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<td>Human Exempt label</td>
</tr>
<tr>
<td>By Request</td>
<td>Large resealable bag</td>
</tr>
</tbody>
</table>

5.2 Kit Supply to Study Sites

Each site will be responsible for ordering and maintaining a steady supply of kits from NCRAD. We advise sites to keep a supply available. Be sure to check your supplies and order additional materials before you run out or before supplies expire so you are prepared for study visits.

Please go to https://is.gd/ICONECT to request additional kits and follow the prompts to request the desired supplies. Options include ordering a specific number of kits or simply ordering the desired amount of extra supplies.

Please allow TWO weeks for kit orders to be processed and delivered.

6.0 NCRAD SALIVA KIT SHIPPING INFORMATION

6.1 General Saliva Kit Information

6.1.1 Please fill and seal the saliva kit as directed in Section 4.0. Be sure to place completed label on the tube.

6.1.2 Please send the samples to NCRAD as soon as 5 kits have accumulated or at least every 3 months, whichever is sooner.
6.2 Saliva Sample Shipping Instructions

6.2.1 Please fill in the date of sample collection where indicated on the I-CONNECT Biological Sample and Shipment Notification Form. Please also fill in your contact information on this form so we can ensure your record remains updated. Also, please ensure that the 2nd label provided in the kit is placed in the designated spot on the form. Place this form into the padded shipping envelope.

6.2.2 Place the specimen bag, with the saliva tube sealed separately inside, into the padded shipping envelope.

6.2.3 Peel off the white paper at the top of the envelope to expose the adhesive, fold this flap down and press firmly to seal envelope.

6.2.4 Send the envelope via U.S. Mail. The envelope may be placed in
6.2.5 your mailbox with any outgoing mail or mailed through any USPS drop box or post office location. Thank you!

If you have any questions, please contact the study coordinator at (800) 526-2839 or (317) 274-7546.

7.0 APPENDICES LIST

Appendix A: Biological Sample and Shipment Notification Form
# APPENDIX A

## Biological Sample and Shipment Notification Form

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

<table>
<thead>
<tr>
<th>To: Kelley Faber</th>
<th>Email: <a href="mailto:alzstudy@iu.edu">alzstudy@iu.edu</a></th>
<th>FAX: 317-321-2003</th>
<th>Phone: 1-800-526-2839</th>
</tr>
</thead>
</table>

### General Information:

- **Study Staff Name:**
- **Site (circle):** UM OHSU
- **Phone:**
- **Fax:**
- **Email:**
- **Date Mailed:**

### Subject Information:

- **Subject ID #:**
- **Subject Year of Birth:**
- **Subject Sex:** M F

### Ethnicity:

- Does subject report Hispanic/Latino Ethnicity? Y N

### Race:

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or other Pacific Islander
- Other (specify): ____________________________
- Unknown

### Saliva Collection:

- **Date Collected:**

### Specimen Label:

- Place Specimen Label here

### Notes:

- ____________________________
- ____________________________

### Internal NCRAD Use-Do Not Complete

- **Volume (ml):**
- **Saliva:** ____________________________

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*version 03.2020*