ALLFTD NEW COORDINATOR TRAINING
Training Overview

- Collection Overview
- Kit Requests
- Specimen Labels
- Sample Forms
- Sample Collection and Processing
- Sample Shipping
- NCRAD Website
- Common Nonconformance Issues
- Questions?
### ALLFTD Study Specimens

<table>
<thead>
<tr>
<th></th>
<th>RAVE CYCLE (ALL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DNA (BUFFY COAT)</td>
<td>X</td>
</tr>
<tr>
<td>PLASMA</td>
<td>X</td>
</tr>
<tr>
<td>PBMC</td>
<td>X</td>
</tr>
<tr>
<td>SERUM</td>
<td>X</td>
</tr>
<tr>
<td>RNA</td>
<td>X</td>
</tr>
<tr>
<td>CSF*</td>
<td>X</td>
</tr>
</tbody>
</table>

*Select subjects to donate CSF*
ALLFTD Kit Request Module

http://kits.iu.edu/allftd
When to Order Kits

• Each site will be responsible for ordering kits (labels included) and maintaining a supply on site for scheduled participants

• Allow a minimum of 2 weeks for your order to be processed and delivered.
ALLFTD Kit Request System

35 - USA: University of California San Francisco

ATTN: Lynn Bajorek
Memory and Aging Center
MC: 1297
675 Nelson Rising Lane, Suite 190
San Francisco, CA 94158 USA

Phone: 415-476-0670
lynn.bajorek@ucsf.edu

- Choose your site from the drop-down list.
- The coordinator name and contact information will appear.
- Verify that this information is accurate, or correct it if necessary.
• Indicate the quantity needed of each kit
• Once selected, kit components of the chosen kit will appear at the bottom of the screen (Pictured)
• Click “Submit” to turn in your request.
• The IU staff will notify you that your request has been received and address any issues.
• **Note: You can order more than one type of kit in a single kit request**
Redraw/Take-Home Kits

Redraw may include:
• EDTA tube, or
• 2 x Sodium Heparin tubes

Sample redraw may occur in one of two ways:
• Subject travels to site
• Site staff sends participant kit
  ➢ Drawn with local physician
  ➢ Cost of draw should be covered by ARTFL-LEFFTDS site by direct payment to physician OR reimbursement to participant
Redraw/Take-Home Kits

**DNA REDRAW/TAKE-HOME KIT**
(1 EDTA TUBE)

**PBMC REDRAW/TAKE-HOME KIT**
(2 PBMC TUBES)
Specimen Labels

TYPES OF LABELS

HOW TO LABEL TUBES
Three Label Types

Kit Number

Kit Number
302326

Site and RAVE ID

Site ID: 
RAVE #: 

Collection and Aliquot Tube

0003591409
ALLFTD
PLASMA
Kit #: 302326

0003591410
ALLFTD
BUFFY COAT
Kit #: 302326

0003591415
ALLFTD
PBMC
Kit #: 302326

0003591425
ALLFTD
SERUM
Kit #: 302326

0003591433
ALLFTD
RNA
Kit #: 302326
Kit Number Labels

Used to track patient samples and provide quality assurance – Will be placed on the following locations:

- Biological Sample and Shipment Notification Form
- *(IF COLLECTED) CSF Sample and Shipment Notification Form*
- Cryobox that houses aliquots during shipping
- Outside of the biohazard bag that houses the PBMC
- Outside of the biohazard bag that houses PAXgene™ tubes and aliquot tubes during shipping process

*CSF samples will have a different kit number label than the blood collection specimens*
Site and RAVE ID Label

- Subjects will be identified by their site ID and RAVE #
- The RAVE # may only be available shortly before the visit
- Sites will be responsible for handwriting this onto the provided labels
  - Must use a fine point marker
  - Write information on label prior to adhering to tube
  - Will be placed on all collection tubes

Site ID: ______
RAVE #: ____________
Collection Tubes - Blood

Label 1: Collection Tube Label

- EDTA Tube
  - 0003591409
  - ALLFTD
  - PLASMA
  - Kit #: 302326

- Sodium Heparin Tube
  - 0003591415
  - ALLFTD
  - PBMC
  - Kit #: 302326

- Serum Tube
  - 0003591425
  - ALLFTD
  - SERUM
  - Kit #: 302326

- PAXgene™ Tube
  - 0003591433
  - ALLFTD
  - RNA
  - Kit #: 302326

Label 2: Site and RAVE ID Label

- Site ID: _____
- RAVE #: __________

All collection tubes will have two labels: collection tube label and Site and RAVE ID label.
Collection Tubes - Blood

- EDTA Tube
- Sodium Heparin Tube
- Serum Determination Tube
- PAXgene™ Tube

Collection Tube Label
Site and RAVE ID Label
Aliquot Tube Labels

- Only one label to be placed on ALL aliquot tubes
- **Plasma**
  - From EDTA tube
- **Buffy Coat**
  - From EDTA tube
- **Serum**
  - Serum Tube
- **CSF**
  - (Select Patient Population)
Collection and Aliquot Tube Labels - CSF

Separate Kit Number for CSF collection
- Kit number will differ from kit number used for the blood samples for the same subject at the same visit

CSF label
- Collection tubes
- CSF aliquots

Remember: CSF collection only in SOME ALLFTD subjects
Labeling Biologic Samples

• 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
Aliquot Tube Labels

- Aliquot tube label only
- Please place barcode near cap
- One label per tube
Biological Sample and Shipment Notification Forms

“SAMPLE FORMS”
Biological Sample and Shipment Notification Form (Blood)

- Includes expanded blood processing section for both plasma and serum
- All aspects of this form must be completed by the study site prior to the samples and sample form being shipped to NCRAD
Biological Sample and Shipment Notification Form (CSF)

- Includes expanded CSF processing section
- All aspects of this form must be completed by the study site prior to the samples and sample form being shipped to NCRAD
Appendix D: Green Top Sodium Heparin Redraw/Take Home Sample Form

TO BLOOD DRAWING PERSONNEL

This blood sample is for a study sponsored by the National Institute of Health (NIH). Samples are housed at Indiana University School of Medicine. It will need to be shipped to the address below. Please use the enclosed pre-addressed FedEx Clinical Pak.

ALLFTD at NCRAD
Indiana University School of Medicine
351 W. 10th St. TK-217
Indianapolis, IN 46202
Phone: 1-800-526-2839

The kit provided contains collection tubes with which to obtain blood from the individual for research purposes. Each kit contains 2 green-topped tubes and all necessary shipping supplies.

DO NOT REFRIGERATE; STORE AT ROOM TEMPERATURE.
DO NOT DRAW OR SHIP ON FRIDAY OR SATURDAY.
PLEASE SHIP SAME DAY AS BLOOD IS DRAWN.

Instructions for drawing and shipping blood samples:

1. Place refrigerant pack in freezer 24 hours prior to shipment.
2. Fill GREEN TUBES completely, if possible.
3. Invert (do not shake) tube eight to ten times after drawing blood to thoroughly mix additive with sample.
4. Enclose this form in shipment with samples. Place green tubes in biohazard bag and seal, then place bag and gel pack in the Styrofoam container and close.
5. Ship samples by Federal Express immediately after drawing. Use the enclosed, pre-paid Federal Express mailer. There will be no cost to you or the patient for the shipping.

KIT NUMBER (RECORDED ON LABEL): ___________________________
RAVE IDENTIFICATION NUMBER (RECORDED ON LABEL): ___________________________
RAVE CYCLE NUMBER: ___________________________
STUDY SITE ID (RECORDED ON LABEL): ___________________________

DATE BLOOD WAS DRAWN: ___________________________
DONOR YEAR OF BIRTH: ___________________________
DONOR SEX: ___________________________

Redraw/Take-Home Sample Form (PBMC)

- Includes collection and shipping directions for local physician
- All aspects of this form must be completed by the study site prior to the samples and sample form being shipped to NCRAD
Redraw/Take-Home Sample Form (DNA)

- Includes collection and shipping directions for local physician
- All aspects of this form must be completed by the study site prior to the samples and sample form being shipped to NCRAD

Appendix E: Lavender Top-EDTA Redraw/Take Home Sample Form

TO BLOOD DRAWING PERSONNEL

This blood sample is for a study sponsored by the National Institute of Health (NIH). Samples are housed at Indiana University School of Medicine. It will need to be shipped to the address below. Please use the enclosed pre-addressed FedEx Clinical Pak.

ALLETD at NCRAD
Indiana University School of Medicine
351 W. 10th St. TK 217
Indianapolis, IN 46202
Phone: 1-800-526-2835

The kit provided contains a collection tube with which to obtain blood from the individual for research purposes. Each kit contains 1 lavender-tube and all necessary shipping supplies.

DO NOT REFRIGERATE; STORE AT ROOM TEMPERATURE.
DO NOT DRAW OR SHIP ON FRIDAY OR SATURDAY.
PLEASE SHIP SAME DAY AS BLOOD IS DRAWN.

Instructions for drawing and shipping blood samples:
1. Place refrigerant pack in freezer 24 hours prior to shipment.
2. Fill LAVENDER TUBES completely, if possible.
3. Invert (do not shake) tube eight to ten times after drawing blood to thoroughly mix additive with sample.
4. Enclose this form in shipment with samples. Place lavender tubes in biohazard bag and seal, then place bag and gel pack in the Styrofoam container and close.
5. Ship samples by Federal Express immediately after drawing. Use the enclosed, pre-paid Federal Express mailer. There will be no cost to you or the patient for the shipping.

KIT NUMBER (RECORDED ON LABEL): ________________________________
RAVE IDENTIFICATION NUMBER (RECORDED ON LABEL): ____________
RAVE CYCLE NUMBER: __________________________
STUDY SITE ID (RECORDED ON LABEL): __________________________

DATE BLOOD WAS DRAWN: ________________________
DONOR YEAR OF BIRTH: ______________
DONOR SEX: _______________
Biological Sample and Shipment Notification Forms

• A copy of the sample form *must* be emailed or faxed 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

• Fax: 317-278-1100
Handling/Processing Study Specimens

DRAW ORDER

COLLECTION AND ALIQUOTING
# Blood Draw Order

<table>
<thead>
<tr>
<th>Tube Type</th>
<th>Number of Tubes Drawn</th>
<th>Tube Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. EDTA (Lavender-Top) Tube (10 ml)</td>
<td>x3</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>2. Sodium Heparin (Green-Top) Tube (10 ml)</td>
<td>x2</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>3. Serum Determination (Red-Top) Tube (10 ml)</td>
<td>x1</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td>4. PAXgene™ Tube (2.5 ml)</td>
<td>x2</td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
</tbody>
</table>
# Cryovial Cap Colors

<table>
<thead>
<tr>
<th>Cap Color</th>
<th>Sample Type</th>
<th>Cap Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lavender</td>
<td>Plasma</td>
<td><img src="image" alt="Lavender Cap Image" /></td>
</tr>
<tr>
<td>Clear</td>
<td>Buffy Coat</td>
<td><img src="image" alt="Clear Cap Image" /></td>
</tr>
<tr>
<td>Red</td>
<td>Serum</td>
<td><img src="image" alt="Red Cap Image" /></td>
</tr>
<tr>
<td>Clear</td>
<td>CSF Aliquot (0.5 ml)</td>
<td><img src="image" alt="Clear Cap Image" /></td>
</tr>
<tr>
<td>Orange</td>
<td>CSF Aliquot (1.0 ml) and CSF Aliquot to local lab</td>
<td><img src="image" alt="Orange Cap Image" /></td>
</tr>
<tr>
<td>Blue</td>
<td>Residual Aliquot (Plasma, Serum, or CSF)</td>
<td><img src="image" alt="Blue Cap Image" /></td>
</tr>
</tbody>
</table>
Plasma Collection

3 EDTA tubes will yield approximately 10 plasma aliquots (with 1 residual in blue cap) and 3 buffy coats

Please see the NCRAD tutorial: (Training videos under construction)
Buffy Coat Collection

Buffy Coat layer (mixed with RBCs)

Please see the NCRAD tutorial: (Training videos under construction)
Plasma and Buffy Coat Preparation

Step One: Store tubes at room temp.
Step Two: Each tube should be labeled with Collection Tube and Site and RAVE ID Labels.
Step Three: Collect blood into each EDTA Tube, allowing blood to flow for 10 seconds and ensuring blood flow has stopped.
Step Four: Immediately after blood draw, invert tubes 8-10 times to mix samples.
Step Five: Place thoroughly mixed tube on wet ice until centrifugation begins.
Step Six: Centrifuge samples at 1500 x g for 15 minutes at 4°C.
Step Seven: Pool all plasma from the 3 EDTA tubes into a 50 ml conical tube and invert gently 3 times to mix the plasma.
Step Eight: Label purple-capped cryovials with "PLASMA" labels.
Label clear-capped cryovials with "BUFFY COAT" labels.
Aliquot 1.5 ml plasma into each cryovial.
Using a clean transfer pipette, collect the buffy coat (may have residual plasma and some RBCs included).
Transfer the buffy coat from each EDTA tube into its own cryovial.
Spin, aliquot, and freeze all plasma and buffy coat aliquots within 2 hours of collection.
PBMC Collection

2 x Sodium heparin (green top) BD Vacutainer® (10 ml)

- Not processed at site
- *NOTE*: Must be shipped AMBIENT to NCRAD the day sample is drawn.
- Only draw and ship Monday through Thursday
- No Friday Draws.
PBMC Preparation

Step One
- Store tubes at room temp.
- Label tubes with pre-printed Site and RAVE ID and collection tube labels prior to blood draw.

Step Two
- Collect blood in Sodium Heparin 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 sample.

Step Four
- Store tubes at room temp. until shipment.
- Ship ambient same day as blood draw.
Serum Collection

(Immediately after blood draw – pictured above)

*Please note: After standing at room temperature for 30 minutes, blood will be clotted and immobile**
Serum Preparation

**Step One**
- **Store tubes at room temp.**
- Each tube should be labeled with Collection Tube and Site and RAVE ID Labels.

**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 8-10 times to mix sample.

**Step Four**
- Allow blood to clot for 30 minutes.
- Within 45 minutes of blood draw, centrifuge samples at 1500 x g for 15 minutes at 4°C.

**Step Five**
- Label three red-capped cryovials and one blue-capped cryovial with “SERUM” labels.
- Aliquot 1.5 ml into each cryovial. If residual aliquot is created, document specimen number and volume on Sample Form.
- Store serum aliquots upright at -80°C until shipment.
- Spin, aliquot, and freeze aliquots within 2 hours of collection.
RNA Collection

https://www.youtube.com/watch?v=Ir3dFl6oz3U&feature=youtu.be

• Documented within ALLFTD MOP for site staff review
• Released by PreAnalytix
RNA Preparation

Step One
- Store tubes at room temp.
- Label tubes with pre-printed subject 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 tube 8-10 times to mix sample.

Step Four
- Store tubes in wire rack at -80°C until shipment to NCRAD.
- Do not store tube in Styrofoam racks.
CSF Collection and Processing

SELECT SUBJECTS ONLY
Pre-Ice CSF Cryovials

Helpful Tips:

• Keep as organized as possible
• Pre-label prior to adding cryovials in wet ice
• Pre-ice all cryovials included in kit
**CSF Preparation**

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

### Step Two
- Collect CSF into the 5mL luer lock syringe.
- Dispense 1-2mL in ORANGE cap cryovial.
- Send to local lab for testing.

### Step Three
- Collect CSF into the 6mL luer lock syringe.
- Collect 20-23 mL.

### Step Four
- Immediately after collection, transfer to 50 mL conical tube.
- Invert 50mL conical tube 3-4 times to mix sample.

### Step Five
- Within 15 minutes of collection, centrifuge samples at RT at 2000 x g for 10 minutes.

### Step Six
- Using a clean transfer pipette, transfer all CSF into a 50 mL conical tube leaving the pellet in the bottom and mix gently by inverting 3-4 times.
- Aliquot 1.5 mL into 15 ORANGE CAP CRYOVIALS. Aliquot residual mL in last BLUE CAP CRYOVIAL.
- Store CSF aliquots at -80°C until shipment.
- Remaining 1-3 mL may stay at local lab for researcher or submit with other cryovials to NCRAD.
CSF Aliquots

- Can collect up to 16 aliquots (including the blue-cap residual)
- Freeze vertically in a cryovial rack or 25-cell cryobox
- 1 extra orange-cap cryovial will be provided without a label. This aliquot will be for local labs

Tutorial:
Sample Shipments

HOW TO SHIP SAMPLES BACK TO NCRAD
## Sample Shipment Summary

<table>
<thead>
<tr>
<th>Sample Type</th>
<th>Study Visits Collecting Biospecimens</th>
<th>Number of Tubes Supplied in Kit</th>
<th>Processing/ Aliquoting</th>
<th>Tubes sent to NCRAD</th>
<th>Ship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole blood (Lavender-Top EDTA) for isolation of plasma &amp; buffy coat (for DNA extraction)</td>
<td>All Cycles</td>
<td>3</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>All Cycles</td>
<td>10 (9 Lavender Cap, 1 Blue Cap Cryovial)</td>
<td>1.5 ml plasma aliquots per 2.0 ml cryovial</td>
<td>8-10</td>
<td>Frozen</td>
</tr>
<tr>
<td></td>
<td>All Cycles</td>
<td>3</td>
<td>1 ml buffy coat aliquot per 2.0 ml cryovial</td>
<td>3</td>
<td>Frozen</td>
</tr>
<tr>
<td>Whole blood (Green-Top Sodium Heparin) for PBMC isolation</td>
<td>All Cycles</td>
<td>2</td>
<td>N/A</td>
<td>2</td>
<td>Ambient</td>
</tr>
<tr>
<td>Whole blood (Red-Top Serum) for isolation of serum</td>
<td>All Cycles</td>
<td>1</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>All Cycles</td>
<td>4 (3 Red Cap, 1 Blue Cap Cryovial)</td>
<td>1.5 ml Serum Aliquots Per 2.0 ml cryovial</td>
<td>3-4</td>
<td>Frozen</td>
</tr>
<tr>
<td>Whole blood (PAXgene™) for RNA isolation</td>
<td>All Cycles</td>
<td>2</td>
<td>N/A</td>
<td>2</td>
<td>Frozen</td>
</tr>
<tr>
<td>CSF</td>
<td>*Optional for all cycles</td>
<td>17 (16 Orange Cap, 1 Blue Cap Cryovial)</td>
<td>1.5 ml CSF aliquots per 2 ml cryovials</td>
<td>13-17</td>
<td>Frozen</td>
</tr>
</tbody>
</table>
Ambient Sample Shipment

• Sodium Heparin/PBMC

• Only Monday-Thursday collection and same day shipping. Plan ahead to schedule FedEx.

• Samples must be received at NCRAD one day after collection.

• Do NOT draw or ship ambient samples on Friday

• Include copy of Biological Sample Shipment and Notification Form
1. Place the ambient PBMC tubes in the absorbent slots and biohazard bag.

2. Place the kit number label on the outside of the biohazard bag.

3. Place the bag inside the small shipping box, and then set the refrigerant pack on top of it.

4. Place small shipping box within a provided FedEx Clinical Pak, seal, and place FedEx label on outside of package.

5. Note: Gel packs must be put in freezer at minimum the night before shipping.
Frozen Batch Sample Shipment

• All other samples
  ➢ Plasma, Buffy Coat, Serum, RNA, and CSF
  ➢ Ship Monday-Wednesday Only

• Hold packaged samples in a -80°C freezer until pickup.

• Include copy of Biological Sample Shipment and Notification Form
Frozen Batch Sample Shipment

- Two separate 25-cell cryoboxes containing biospecimens from a blood and CSF kit from **one** subject
- If the subject donated CSF, please include those samples in the same shipment as the corresponding blood samples. Please note that the two cryoboxes will be in separate small biohazard bags.
Frozen Batch Sample Shipment

• Batch shipping should be performed quarterly or when 8 cryoboxes of samples have been collected
  ◦ **Example #1:** 4 subjects with blood AND CSF collected (8 total cryoboxes for 4 subjects)
  ◦ **Example #2:** 8 subjects with ONLY blood collected (8 total cryoboxes for 8 subjects)
  ◦ **Example #3:** 2 subjects with blood AND CSF collected (4 total cryoboxes for 2 subjects) and 4 subjects with ONLY blood collected (4 total cryoboxes for 4 subjects)
Frozen Batch Sample Shipment

- Blood kit number
- Blood samples
- RNA tubes in bubble wrap
- CSF kit number
- CSF samples
Frozen Batch Sample Shipment

**BLOOD**

- Use the small biohazard bag to accommodate the 25-cell cryobox and RNA tubes
- Insert the frozen RNA tubes into the bubble wrap sleeves
- Place kit number label on the outside of the biohazard bag
- Seal biohazard bag shut

**CSF**

- Use the small biohazard bag to accommodate the 25-cell cryobox
- Place kit number label on the outside of the biohazard bag
- Seal biohazard bag shut
Frozen Batch Sample Shipment

- Place 2-3 inches of dry ice in the bottom of the Styrofoam shipping container, then insert the cryoboxes laying upright.
- Fully cover the cryoboxes with about 2 inches of dry ice in the provided shipper.
- Each Styrofoam shipper must contain about 45 lbs (20 kg) of dry ice.
Frozen Batch Sample Shipment

Class 9 Dry Ice label should not be covered with other stickers and must be completed or the shipping carrier will reject/return your package!

Net weight of dry ice in kg

Your name & address

Number of packages in shipment and dry ice in kg

Repository name & address
FedEx Airbill

Airbill must be completed or the shipping carrier will reject/return your package!

- **Site FedEx Account Number**
- **Site Internal Billing Reference**
- **Your name, address, & phone**
- **Dangerous goods info (for dry ice shipments only)**
- **Net weight of dry ice in kg**
  - **Must match the Dry Ice Label amount**
Nonconformance Issues

- Sample aliquots and collection tubes frozen at an angle/inverted
  Recommendation: Place in cryoboxes or tube rack in freezer upright until shipment

- Fields left blank on Sample and Shipment Notification Forms
- Incorrect data reported on Sample and Shipment Notification Forms
  Recommendation: Complete Sample Notification forms during the participant study visit as samples are processed.
Nonconformance Issues

• All frozen samples for a participant not sent within one shipment box (RNA tubes, plasma, buffy coat, serum, and CSF should be kept together)
• Aliquots arriving to NCRAD without labels
• Sample forms not faxed or emailed to NCRAD the day before shipment

Recommendation: Ship Samples to NCRAD utilizing the Notification Form, by RAVE ID. Do not throw away labels until samples are packed and shipped.

Recommendation: No samples should be held ambient for any period of time at the site. Ensure all samples are frozen or shipped by end of the day.

• PBMC sample not shipped the day of blood draw
NCRAD Website – ALLFTD Page

- Specimen collection overview
- Link to kit request module
- Sample forms
- MOP
- Training Slides

https://ncrad.iu.edu/resource_allftd.html
### What to do for Friday BloodDraws

NCRAD is not open for business on Saturday or Sunday; therefore, we ask that no samples be shipped on a Friday. We cannot guarantee the conditions in which the samples will be held by the shipping courier over the weekend. It is important to have plans in place for each type of sample to be held over the weekend prior to shipping. Please refer to the table below for how to handle samples drawn on a Friday.

When possible, please only ship frozen samples on Monday-Wednesday. There is always the potential for an unexpected shipping courier delay and by shipping Monday through Wednesday there should be enough time to receive the samples before the weekend.

<table>
<thead>
<tr>
<th>Sample Type</th>
<th>Tube Type</th>
<th>Product</th>
<th>Shipment Method</th>
<th>Friday Draw Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Blood</td>
<td>Sodium Hepatini</td>
<td>FBMC</td>
<td>Ambient</td>
<td>DO NOT DRAW ON FRIDAY. Must be drawn on Monday – Thursday.</td>
</tr>
<tr>
<td>Whole Blood</td>
<td>EDTA Tube</td>
<td>DNA Only</td>
<td>Ambient</td>
<td>Do NOT refrigerate. Please keep sample at room temperature until the specimen can be shipped via next day delivery methods the following Monday.</td>
</tr>
</tbody>
</table>

### Holiday Closures

<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</td>
</tr>
</tbody>
</table>
ALLFTD Contact Information

General Information
- Phone: 1-800-526-2839
- E-mail: alzstudy@iu.edu
- Website: www.ncrad.org

Emma Lagone – Coordinator
- Phone: 317-278-1129
- E-mail: elagone@iu.edu

Madison Donoho – Specialist
- Phone: 317-278-9082
- E-mail: mdonoho@iu.edu