

BioSpecimen Exchange for Neurological Disorders (BioSEND)


*READISCA (SCA) Training
Webinar*

BioSEND Training Webinar Overview

1. Study Reminders
2. Site Equipment
3. SCA Biospecimen Collection Protocol
4. Study Visit Protocol
5. Kits & Samples
 - Requesting Kits
 - Labels
 - Sample Collection & Processing
 - Sample Shipment
5. BioSEND Website
6. Contact Information

Study Reminders

Please remember...

- Biospecimens are limited, valuable resources.
- Standardization and quality are key! 
- Reference the BioSEND Manual of Procedures as needed.
- Do not replace or supplement any kit components without first receiving approval from BioSEND.

Site Equipment

The following items are to be supplied by the site:

- Personal protective equipment
- Alcohol prep pads
- Butterfly needles and hubs
- Tourniquet
- Gauze pads
- Bandages
- Sharps bin and lid
- Microcentrifuge tube rack
- Test tube rack
- Crushed ice
- Pipettes and pipette tips
- 4°C Centrifuge
- -80°C Freezer
- Dry ice

SCA Biospecimen Collection Protocol

	BL	12M	24M	36M	48M
DNA ** (6ml)	X				
Plasma (6 x 1ml)	X	X	X	X	X
Buffy Coat (2 aliquots)	X	X	X	X	X
CSF * (10 x 1ml)	X				X

***CSF will be collected at two timepoints throughout the study. They will not necessarily occur during the baseline visit and year 5 follow up visit.**

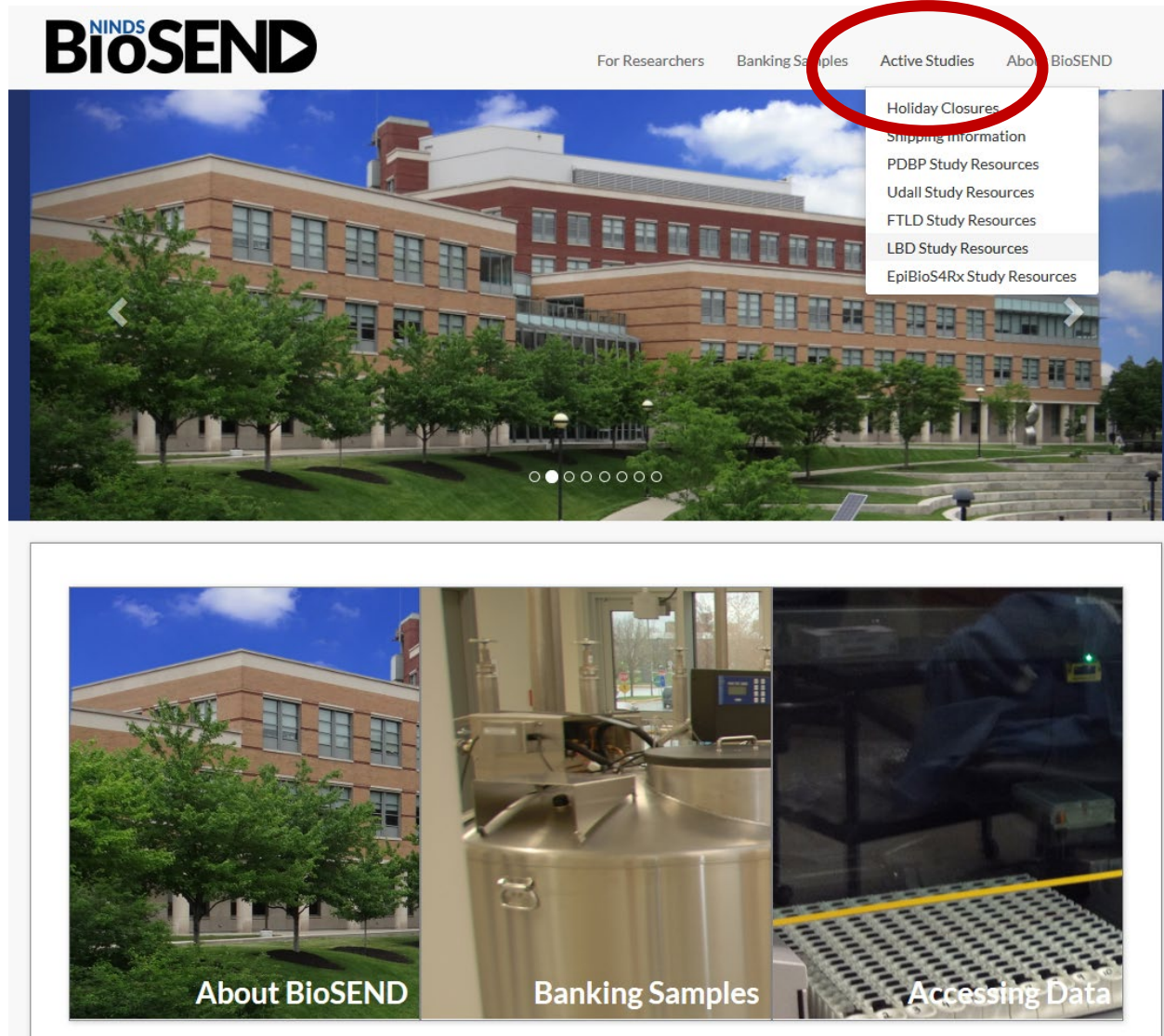
****DNA collection will occur only once, at either the first or the second CSF collection visit.**

Variable CSF and DNA collection

- To account for CSF and DNA to be collected at any visit, ALL kits will include CSF and DNA labels
- CSF and DNA kits will be ordered independently
- Blood kits will contain labels for ALL sample types

Requesting Kits

NINDS BioSEND Website



BioSEND Kit Request Module

The screenshot shows the NINDS BioSEND SCA Kit Request System interface. At the top, the logo "NINDS BioSEND" is displayed in large, bold letters. Below the logo, the text "NINDS Biosend SCA Kit Request System" is visible. The main form area has a light green header with the label "Study Site" and a red asterisk indicating a required field. A "Submit" button is located below the form. A drop-down menu is open, showing a list of study sites. The footer of the form area displays "REDCap 8.1.18 - © 2018 Vanderbilt University".

NINDS BioSEND

NINDS Biosend SCA Kit Request System

Study Site
* must provide value

Submit

REDCap 8.1.18 - © 2018 Vanderbilt University

Drop-down list of Study Sites:

- Columbia University
- Emory University
- Houston Methodist Hospital
- Johns Hopkins University
- Massachusetts General Hospital (Harvard Medical School)
- Northwestern University
- Stanford University
- University of Alabama-Birmingham
- University California-Los Angeles
- University California-San Francisco
- University of Chicago
- University of Colorado
- University of Florida
- University of Michigan
- University of Minnesota
- University of Rochester
- University of South Florida

- <http://kits.iu.edu/biosend/sca>
- Choose your site from the drop-down list.

BioSEND Kit Request Module

NINDS Biosend SCA Kit Request System

Study Site <small>* must provide value</small>	Columbia University ▼
Columbia University Darya Tomishon The Neurological Institute 710 West 168th Street, room 310 New York, NY 10032 212-305-5779 dvt2101@cumc.columbia.edu	
Is the contact name above correct? <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No reset
Is the shipping address 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

Confirm site information:

- Study site
- Shipping address
- Contact name
- Email

BioSEND Kit Request Module

Is the contact name above correct? <small>* must provide value</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No	reset
New Contact Name <small>* must provide value</small>	<input type="text"/>	
Is the shipping address above correct? <small>* must provide value</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No	reset
New Shipping Address <small>* must provide value</small>	<div><input type="text"/></div> <div>Expand</div>	
Is the e-mail address above correct? <small>* must provide value</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No	reset
New e-mail Address <small>* must provide value</small>	<input type="text"/>	

- Is the information correct?
- Provide the correct information if needed

BioSEND Kit Request Module: Kit Type

Kit Type

****Please allow two weeks for shipment****

* must provide value

- ☐ Baseline/ Annual Visit Kit
- ☐ CSF Kit
- ☐ DNA Kit
- ☐ Supplemental Kit
- ☐ Extra Supplies

Please specify in comments if you need kits before the standard two week shipment time.

BioSEND Kit Request Module: Baseline Kit



Kit Type **Please allow two weeks for shipment** <small>* must provide value</small>	<input checked="" type="checkbox"/> Baseline/ Annual Visit Kit <input type="checkbox"/> CSF Kit <input type="checkbox"/> DNA Kit <input type="checkbox"/> Supplemental Kit <input type="checkbox"/> Extra Supplies <small>Please specify in comments if you need kits before the standard two week shipment time.</small>
Baseline Visit Kit Quantity <small>* must provide value</small>	<input type="text"/> <small>If you need more than 10 kits or labels, please use the file upload option or submit multiple requests.</small>
Annual Visit Kit Quantity <small>* must provide value</small>	<input type="text"/> <small>If you need more than 10 kits or labels, please use the file upload option or submit multiple requests.</small>

- BioSEND creates ST numbers for baseline kits
- Enter kit quantity

BioSEND Kit Request Module: Baseline Kit

Please note: the ST number provided in a BL kit can be used for any subject's BL visit. This ST number is a subject identifier, and will need to stay linked to the patient through the entirety of the study.

BioSEND Kit Request Module: Annual Visits

Annual Visit Kit Quantity	<input type="text" value="2"/>
<small>* must provide value</small>	<small>If you need more than 10 kits or labels, please use the file upload option or submit multiple requests.</small>
<p>If you going to request more than 10 kits/labels or prefer to upload a file with the Biorepository ID and Visit, you may download this template file and fill in the relevant information.</p> <p>Attachment:  BioSEND_Kit_IDs_Template.xlsx (0.01 MB)</p>	
<p>If you are using the provided template to upload Biorepository IDs and Visits, please upload your template file here.</p> <p> Upload document</p>	
1st Kit Visit ID (only if not using file upload option)	<input type="text" value="ST-00012345"/> <small>e.g. ST-00012345</small>
1st Kit Visit Month	<input type="text" value="12 Month"/>
2nd Kit Visit ID (only if not using file upload option)	<input type="text" value="ST-00012346"/> <small>e.g. ST-00012345</small>
2nd Kit Visit Month	<input type="text" value="12 Month"/>

- If requesting a follow-up visit kit, you must provide us with time point and ST number of the kit you are requesting. Not doing so will delay your shipment, as we cannot complete your request without this information.

BioSEND Kit Request Module: CSF Kit

Kit Type **Please allow two weeks for shipment** <small>* must provide value</small>	<input type="checkbox"/> Baseline/ Annual Visit Kit <input checked="" type="checkbox"/> CSF Kit <input type="checkbox"/> DNA Kit <input type="checkbox"/> Supplemental Kit <input type="checkbox"/> Extra Supplies <small>Please specify in comments if you need kits before the standard two week shipment time.</small>
CSF Sprotte® Needle Gauge <small>* must provide value</small>	<input checked="" type="radio"/> 22 <input type="radio"/> 24 reset
CSF Kit Quantity <small>* must provide value</small>	<input type="text" value="2"/> <small>If you need more than 10 kits or labels, please use the file upload option or submit multiple requests.</small>
Comments	<div></div> Expand
CSF Collection Kit Contents: 11 - Siliconized cryovials, sterile (2ml) 2 - Blue screw-top centrifuge tubes (15ml) 2 - Blue screw-top conical tube (50ml) 1 - LP tray with 22 gauge Sprotte® needle	

- Select needle gauge and enter kit quantity
- Can be used for any subject, do not need to specify
- Labels will be in BL/Annual Kit

BioSEND Kit Request Module: DNA Kit

Kit Type **Please allow two weeks for shipment** * must provide value	<input type="checkbox"/> Baseline/ Annual Visit Kit <input type="checkbox"/> CSF Kit <input checked="" type="checkbox"/> DNA Kit <input type="checkbox"/> Supplemental Kit <input type="checkbox"/> Extra Supplies <small>Please specify in comments if you need kits before the standard two week shipment time.</small>
DNA Kit Quantity * must provide value	<input type="text" value="2"/> <small>If you need more than 10 kits or labels, please use the file upload option or submit multiple requests.</small>
Comments	<div></div> <div>Expand</div>
DNA Collection Kit Contents: 1 - Purple-top EDTA tube (6 ml) 1 - FedEx® return Airbill 1 - Ambient shipper 1 - FedEx® ClinPak	

- Enter kit quantity
- Can be used for any subject, do not need to specify
- Labels will be in BL/Annual Kit

BioSEND Kit Request Module: Supplemental Kit

Kit Type **Please allow two weeks for shipment** <small>* must provide value</small>	<input type="checkbox"/> Baseline/ Annual Visit Kit <input type="checkbox"/> CSF Kit <input type="checkbox"/> DNA Kit <input checked="" type="checkbox"/> Supplemental Kit <input type="checkbox"/> Extra Supplies <small>Please specify in comments if you need kits before the standard two week shipment time.</small>
Supplemental Kit Quantity <small>* must provide value</small>	<input type="text"/> <small>If you need more than 10 kits or labels, please use the file upload option or submit multiple requests.</small>
Comments	<div></div> <div>Expand</div>
Each Supplemental Kit Contains: 2 100 ml absorbent sheets 2 6-tube bubble pouches 2 Cryoboxes 20 Siliconized sterile cryogenic vials (2 ml) 2 Screw-top centrifuge tubes (15 ml) 2 Screw-top centrifuge tubes (50 ml) 2 Biohazard bags 2 Lavender-top EDTA tubes (10 ml) 2 Purple-top EDTA tubes (6 ml) 2 Disposable transfer pipettes (1ml) 2 Warning label packets	

- Contains a variety of extra kit pieces

BioSEND Kit Request Module: Extra Supplies

Kit Type **Please allow two weeks for shipment** <small>* must provide value</small>	<input type="checkbox"/> Baseline/ Annual Visit Kit <input type="checkbox"/> CSF Kit <input type="checkbox"/> DNA Kit <input type="checkbox"/> Supplemental Kit <input checked="" type="checkbox"/> Extra Supplies
<small>Please specify in comments if you need kits before the standard two week shipment time.</small>	
6-Tube Bubble Pouch	<input type="radio"/> 2 <input type="radio"/> 4 reset
Cryobox	<input type="radio"/> 2 <input type="radio"/> 4 reset
Siliconized Sterile Cryogenic Vial (2 ml)	<input type="radio"/> 10 <input type="radio"/> 20 reset
FedEx® return Airbill	<input type="radio"/> 2 <input type="radio"/> 4 reset

- Allows you to choose specific supplies and particular quantities

BioSEND Kit Request Module: Multiple Orders

Kit Type

****Please allow two weeks for shipment****

* must provide value

☒ Baseline/ Annual Visit Kit

☒ CSF Kit

☒ DNA Kit

☒ Supplemental Kit

☒ Extra Supplies

Please specify in comments if you need kits before the standard two week shipment time.

- You can order more than one type of kit in a single kit request

BioSEND Kit Request Module: Submit

- Click “Submit” to turn in your request.
- The BioSEND staff will notify you that your request has been received and address any issues.

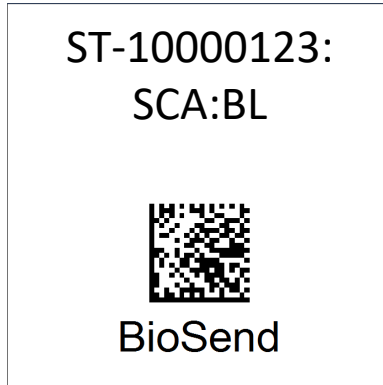
A screenshot of the NINDS Biosend SCA Kit Request System web form. The form is titled "NINDS Biosend SCA Kit Request System" and includes a "Resize font" link in the top right. The form fields are as follows:

- Study Site**: A dropdown menu with "Columbia University" selected. A red asterisk and "must provide value" are shown below.
- Columbia University**: A text area containing contact information: "Darya Tomishon, The Neurological Institute, 710 West 168th Street, room 310, New York, NY 10032, 212-305-5779, dvt2101@cumc.columbia.edu".
- Is the contact name above correct?**: Radio buttons for "Yes" (selected) and "No". A red asterisk and "must provide value" are shown below. A "reset" link is on the right.
- Is the shipping address above correct?**: Radio buttons for "Yes" (selected) and "No". A red asterisk and "must provide value" are shown below. A "reset" link is on the right.
- Is the e-mail address above correct?**: Radio buttons for "Yes" (selected) and "No". A red asterisk and "must provide value" are shown below. A "reset" link is on the right.
- Kit Type**: A section with the heading "**Please allow two weeks for shipment**" and a red asterisk and "must provide value" below. It contains five checkboxes: "Baseline/ Annual Visit Kit", "CSF Kit", "DNA Kit", "Supplemental Kit", and "Extra Supplies". A note at the bottom says "Please specify in comments if you need kits before the standard two week shipment time."
- Comments**: A large text area for additional information. An "Expand" link is on the right.
- Submit**: A button at the bottom center, circled in red.

Labels

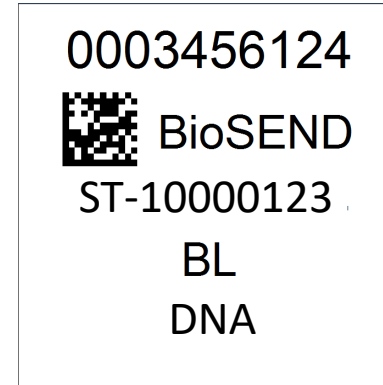
Types of Labels

Case Label



Identify study

Specimen Label



Identify individual biospecimens

Case Label

ST-10000123:
SCA:BL



BioSend

← **Subject Number**

← **Study and Visit**

← **Biorepository Name**

Case Labels

Case labels are placed:

- On the plastic biohazard bag of the cryovial biohazard bag.
- *On the lid of frozen shippers.*



Collection and Aliquot Tube Label

0003456124



BioSEND

ST-10000123

BL

DNA



Biospecimen Barcode



Biorepository



Subject Number



Visit Type



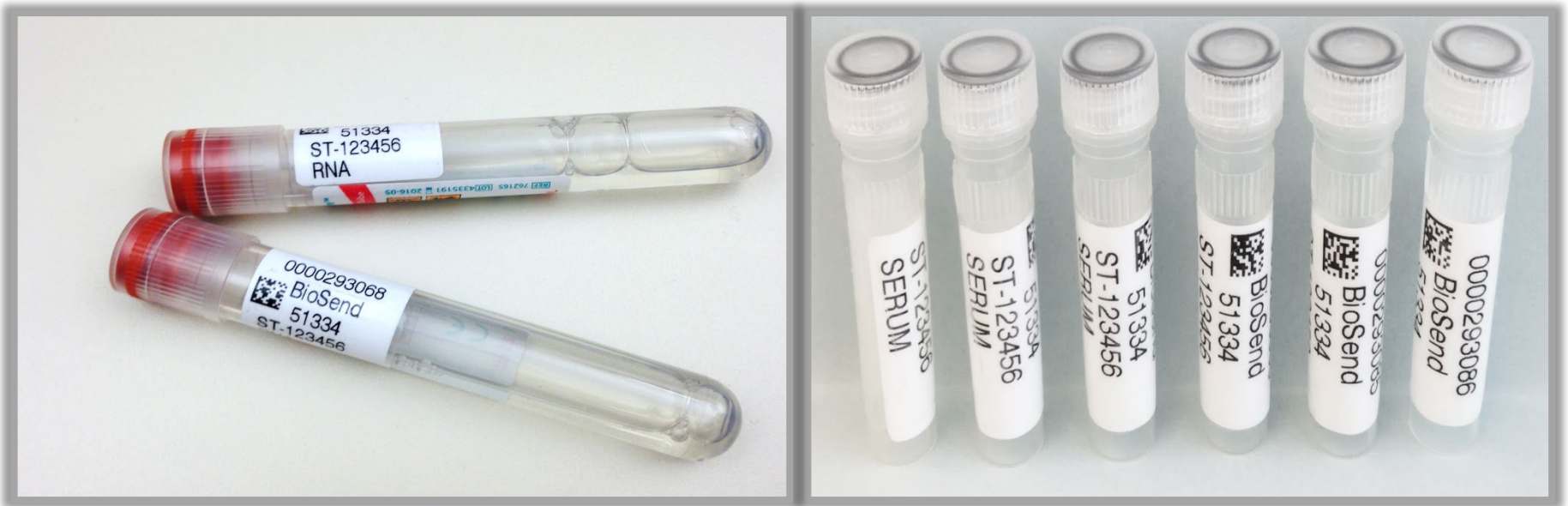
Specimen Type

Collection and Aliquot Tube Label

Collection and Aliquot Tube Labels are placed on:

- All collection tubes
- All aliquot tubes (Cryovials)

Be sure that the tube has the correct specimen type on the label



Sample Collection & Processing

Reminders:

- Collection of biospecimen blood samples should be from subjects who have been fasting for 8 hours or more. If fasting is not feasible, follow suggested low-fat diet.
- G force \neq RPM
- All specimens should be frozen and stored UPRIGHT
 - For plasma and CSF aliquots, please freeze samples upright in the cryobox provided

Calculating Centrifugation Speed

<https://www.eppendorf.com/CA-en/centrifuge-speed-calculator/>

Centrifuge Calculator

Rotational Speed and centrifugal force

To calculate the relative centrifugal force at the given rotor speed and given rotor radius, please enter the values in the appropriate fields and press the Calculate RCF key.

The Calculate Speed key provides information on the required rotational speed at the given relative centrifugal force and the given rotor radius.

Please specify centrifuge and rotor or enter rotor's radius directly

5810/5810 R

Rotors for 5810/5810 R

- 30-place fixed-angle rotor for 1.5-2.0 ml tubes (F-45-30-11)
- 30-place Aerosol-tight fixed-angle rotor for 1.5-2.0 ml tubes (FA-45-30-11)
- 6 x 85 ml High-speed fixed-angle rotor (F-34-6-38)

= Radius 10 cm

Relative centrifugal force (RCF)

RCF 1500 x g

Speed

Speed 3663 rpm

Calculate Speed >>

<< Calculate RCF

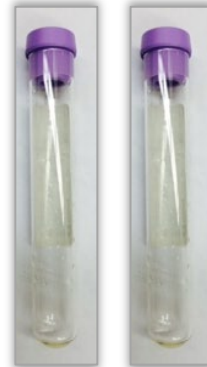
****The 3663 rpm speed was calculated using a hypothetical radius of 10 cm and a RCF of 1500 x g.***

Order of Specimen Collection

1. EDTA 6 ml (**purple top**) blood collection for DNA
2. EDTA 10 ml (**lavender top**) blood collection for plasma and buffy coat



**EDTA
(DNA)**



**EDTA
(Plasma)**

DNA Preparation (6 ml Lavender Top Tube)



Step One



- Store tube at room temperature.
- Label tube with pre-printed 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 tubes three times to mix samples.

Step Four



- Hold the specimen at room temperature until shipment BioSend.

Plasma Preparation (10ml Lavender Top Tube)

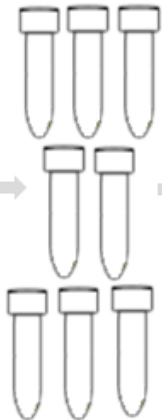


Step One



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

Step Two



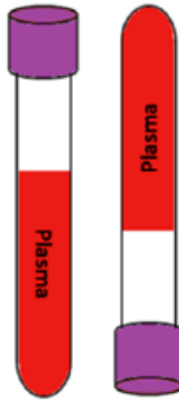
- Label 6 cryovials for plasma and 2 cryovials for buffy coat with pre-printed subject labels prior to blood draw.
- Pre-chill cryovials on wet ice for 5 minutes or longer.

Step Three



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

Step Four



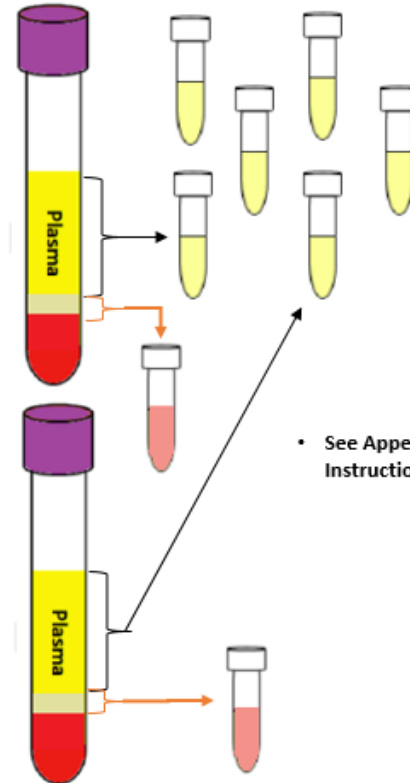
- Immediately after blood draw, invert tubes 8-10 times to mix samples.
- Repeat Steps 3 and 4 for second tube.

Step Five



- Within 30 minutes of blood draw, centrifuge samples at 1500 x g for 15 minutes at 4°C.

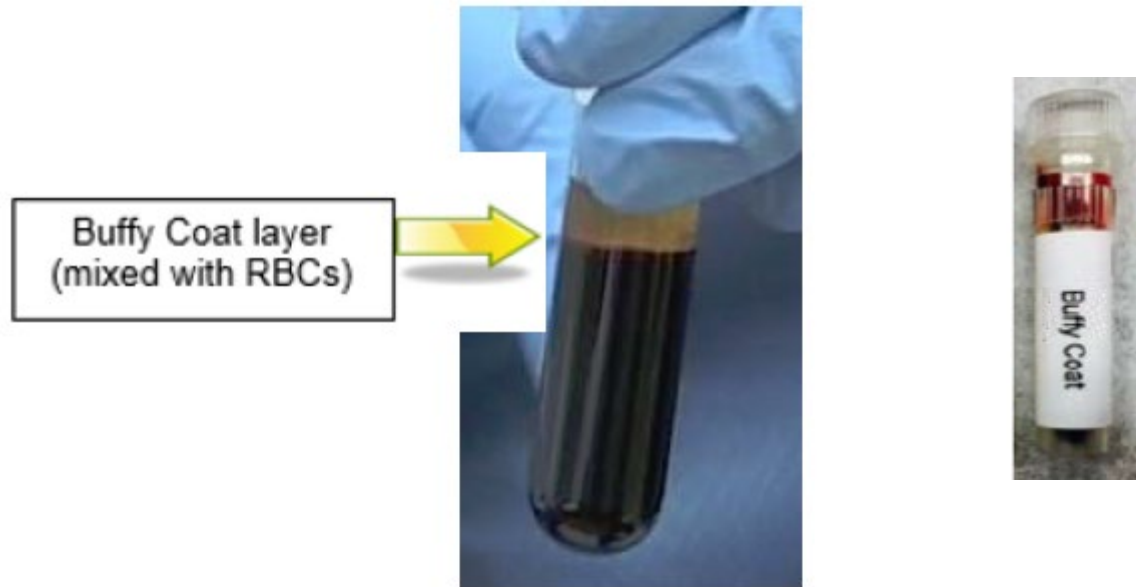
Step Six and Seven



- Aliquot 1.0mL of plasma into 6 cryovial tubes.
- Store plasma aliquots at -80°C until shipment.
- Return 6 X 1.0 mL plasma aliquots to BioSend

- See Appendix C for Buffy Coat Preparation Instructions.

Buffy Coat Collection



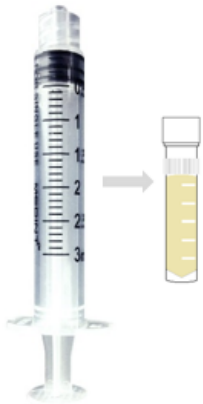
Collect the buffy coat layer using the transfer pipet provided. Residual plasma as well as some RBCs will be included in this collection. A buffy coat will be reddish in color due to RBCs.

Lumbar Puncture Procedure

- 24g or 22g spinal needle provided in custom LP tray
- Prepare transfer and aliquot tubes (NOT in LP tray but in kit)
 - **Label first!**
 - **Do NOT** pre-chill aliquot tubes

CSF Collection and Preparation (15-20 ml total)

Step One



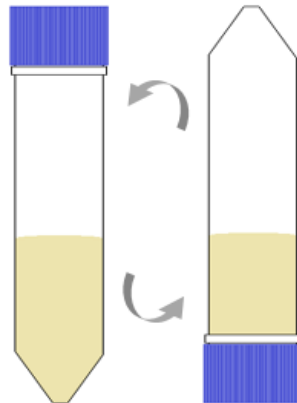
- Pre-label cryovials prior to collection.
- Collect CSF into the 3ml luer lock syringe or by gravitational pull.
- Dispense 1-2 ml into cryovial.
- Send to local lab for testing.

Step Two



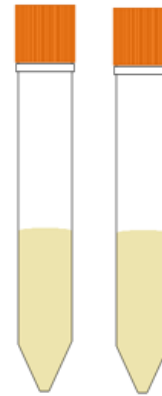
- Collect CSF into the 5ml luer lock syringe or by gravitational pull
- Transfer sample into 50 ml conical tube.

Step Three



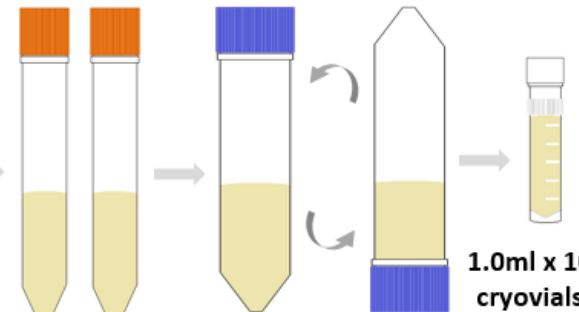
- Immediately after collection, gently invert the 50 ml conical tube 3-4 times to mix the sample.

Step Four



- Transfer CSF into two 15 ml conical tubes.
- Within 15 minutes of collection, centrifuge samples at room temperature at 2000 x g for 10 minutes.

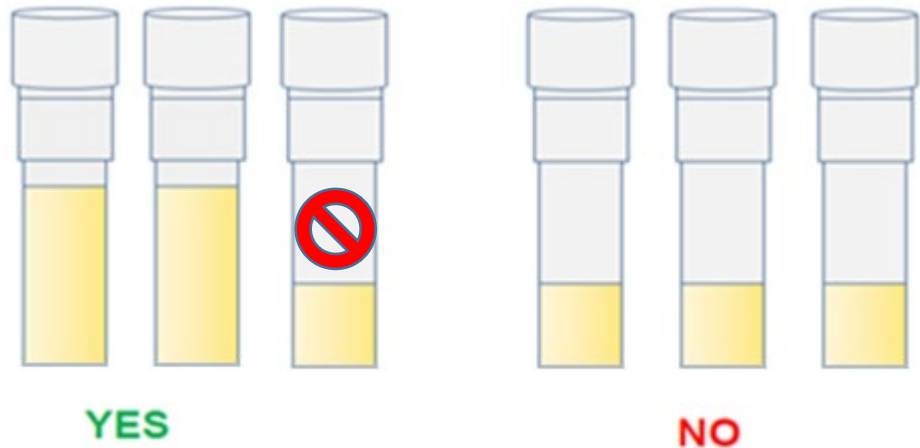
Step Five



- 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 1.0 ml into the cryovials.
- Store CSF aliquots upright at -80°C until shipment to BioSEND.

Plasma, Buffy Coat & CSF Aliquots

- Fill cryovials to 1ml
- Over-filled vials may burst in freezer
- Ship material to BioSEND
 - 6 Plasma aliquots
 - 2 Buffy Coat aliquots
 - 10 CSF aliquots
- Do NOT send residual volumes to BioSEND



Blood Collection: Troubleshooting

Issue #1: Collection tube with little/no vacuum

- Always check expiration dates before beginning blood draw and discard expired tubes
 - *Tubes expire on last day of month printed on tube*
- Store tubes at ambient temperature
 - *Extreme temperatures can affect vacuum*
- Keep extra vacutainer tubes from supplemental kit nearby during blood draw to replace “bad” tubes
- If frequent occurrence, report tube type and lot numbers to Indiana University

Blood Collection: Troubleshooting

Issue #2: Hemolyzed (pink/red) serum and plasma

Cause: Blood Collection Methods	Corrective Action
Improper venipuncture site	Draw from median cubital, basalic, and cephalic veins from antecubital region of arm
Prolonged tourniquet use	Tourniquet should be released after no more than 1 min, excessive fist clenching should be avoided
Not allowing alcohol to dry on skin before venipuncture	Without touching, allow the venipuncture site to air dry
Lumen of needle too close to inner wall of vein (indicated by slow blood flow)	
Use of too large/small bore needle resulting in excess force applied to blood	Avoid using too small/large needle. Needle size dependent on the subject's physical characteristics & amount of blood to be drawn. Most commonly used sizes are 19 – 23.
Pulling/pushing plunger too fast while drawing/transferring blood	Avoid drawing the syringe plunger too forcefully when collecting blood
	Ensure all blood collection assemblies are fitted securely, to avoid frothing

Blood Collection: Troubleshooting

Issue #2: Hemolyzed (pink/red) serum and plasma

Cause: Sample Processing Methods	Corrective Actions
Vigorous mixing/shaking	Gently invert blood collection tube when mixing additive with specimen, follow guidelines in Biologics Manual regarding number of times to invert each type of tube
Not allowing serum to clot for recommended time	Serum tubes without clot activator should be allowed to clot for 60 min in a vertical position
Exposure to excessive heat or cold	Keep samples at ambient temp
Prolonged contact of serum/plasma with cells	Do not store uncentrifuged samples beyond recommended time

Reference: BD's "Tech Talk" newsletter, Vol. 2, No. 2, October 2003
(http://www.bd.com/vacutainer/pdfs/techtalk/TechTalk_Jan2004_VS7167.pdf)

Sample Shipment

Ambient Sample Shipment

- 6 ml purple (EDTA) whole blood for DNA collection tube
 - Collected at time of one CSF collection
- **Monday – Thursday only via FedEx® Priority Overnight**
- Schedule FedEx® pickup
- Email Sample Record and Shipment Notification Form including the FedEx® tracking number **AHEAD OF SHIPMENT to BioSEND**

Ambient Shipper Components



Styrofoam shipper with
outer cardboard box

IATA 'Contents' Sheet

Biohazard bag with
absorbent material

Cool pack (place in
fridge prior to
collection/shipment)

Collection tube will be
in blood kit

Labeling Ambient Sample Shipments

- Cardboard box will be labeled with UN3373 sticker.
- Place the box and a copy of the LBD Sample Record and Shipment Notification Form in the Clinical Pak and seal the Pak.
- Complete the “From” portion of the air waybill with your name, address, and phone number.
- Apply the air waybill to the outside of the package.

The image shows a FedEx Express air waybill form. A red circle highlights the 'From' section, which includes fields for Sender's Name, Company, Address, City, State, and ZIP. The form also includes sections for 'To' (Recipient), 'Special Handling and Delivery Signature Options', and 'Payment'. The 'From' section is pre-filled with the following information:

- Sender's Name: [Blank]
- Company: [Blank]
- Address: [Blank]
- City: [Blank]
- State: [Blank]
- ZIP: [Blank]

The 'To' section is pre-filled with the following information:

- Recipient's Name: [Blank]
- Company: INDIANA UNIV SCHOOL OF MED
- Address: 120 W WALNUT ST # C138
- City: INDIANAPOLIS
- State: IN
- ZIP: 46202-5188

The form also includes a 'Deliveries when and where you want' section at the bottom.

Shipping Ambient Samples

- Ship the sample(s) to BioSEND on the day of collection.
- If this is not possible, hold at room temperature until shipping can be arranged.
- ***Sample(s) must be received at BioSEND within 5 days of collection. Please do not ship these samples on Fridays.***

Frozen Samples

- All other samples are shipped frozen
 - Plasma, Buffy Coat & CSF
- Ship Monday-Wednesday Only via FedEx® Priority Overnight
- Schedule FedEx® pickup
- Email Sample Record and Shipment Notification Form including FedEx® tracking number **AHEAD OF SHIPMENT**



Packaging and Shipping Frozen Samples



Place approx. 2-3 inches
of dry in bottom of
shipper



Place biohazard bags upright in box



FILL dry ice to top
of box

Packaging and Shipping Frozen Samples

- You will use approximately 10lbs (4.5kg) of dry ice per standard shipper.
- Please do not ship more than 2 subjects worth of samples in a single shipper.

Packaging & Shipping Troubleshooting

Issue: Broken/Damaged Tubes

Cause	Preventative Action
Over filling tubes	Fill tubes to suggested volume. If any sample still remains, place in an additional tube
Improper packaging	Ensure the tubes are securely placed into the bubble wrap pouch and are placed in a separate bag from the boxed plasma, serum, and CSF.
Rough shipping conditions	Extra bubble wrap may be needed to pad blood tubes
Extreme changes in temperature (ambient→freezer; freezer→dry ice)	Wrapping the tubes in bubble wrap before freezing may help slow the cooling process

Shipping Frozen Samples

- Hold packaged samples in a -80°C freezer until pickup.
- ***Samples should be received at BioSEND within 2 weeks of collection.***



Sample Shipment Notification Form

Sample Record and Shipment Notification

Study:

Site Name:

Principal Investigator:

Coordinator:

Telephone:

Email:

Please list only ONE subject per Sample Record Summary and Shipment Notification Form

Study ID:

Subject ID (ST# from pre-printed labels):

Gender:

Visit Type:

Age in Years:

Plus Months:

Instructions: Ship Frozen Shipments Monday- Wednesday ONLY! Ambient Shipments (purple-top EDTA tube) may be shipped Monday- Thursday (preferably Monday- Wednesday) provided they are received at Indiana University within five days of collection. This form must be completed for shipment of all research samples. Notify Indiana University (email preferred) and the DMR in advance of shipment using contact information below. Place a copy in the shipment box and file a copy of the completed form in the study binder. Ensure all frozen shipments are completely filled with dry ice.

Date Sample(s) Shipped:

FedEx Tracking Number:

In the table below, please indicate the date of specimen collection and number of tubes/aliquots submitted.

Completed by Submitter/Site			
Dates of Draw	Specimen Type	Number of Tubes/ Aliquots sent to BioSEND	Notation of Problems
	DNA		
	RNA		
	Buffy Coat		
	Plasma		
	Serum		
	CSF		
	Whole Blood		

Contact Information: Indiana University; Email: bioSEND@iu.edu Ph: 317-278-0594

Sample Shipment Notification Form, Online

NINDS


BioSEND

For Researchers

Banking Samples

At

Sample Record and Shipment Notification



Please fill out and submit this form when shipping samples to BioSEND. After submission, please print a copy of the form to include with your submission. If you prefer to not use the online system, you may download a pdf version of this form from the sidebar to the right.

Contact Information

Site Name/Number

Principal Investigator

Columbia University

Marder, Karen/Honig, Lawrence

Coordinator

Telephone

Email

Coordinator

Telephone

Email

Subject Information

Study

GUID

Subject ID (ST# from labels)

LBD

GUID

Subject ID (ST#)

Gender

Visit Type

Age (In Years)

Plus Months

Age

Plus Months

Ship Frozen Shipments Monday-Wednesday ONLY! Ambient Shipments (purple-top EDTA tube) may be shipped Monday-Thursday (preferably Monday- Thursday) provided they are received at Indiana University within five days of collection. This form must be completed for shipment of all research samples. This form will serve as notification to Indiana University and the DMR of sample shipment. Place a copy in the shipment box and file a copy of the completed form in the study binder. Ensure all frozen shipments are filled with dry ice.

Sample Information

Date Sample(s) Shipped

FedEx Tracking Number

07/27/2017

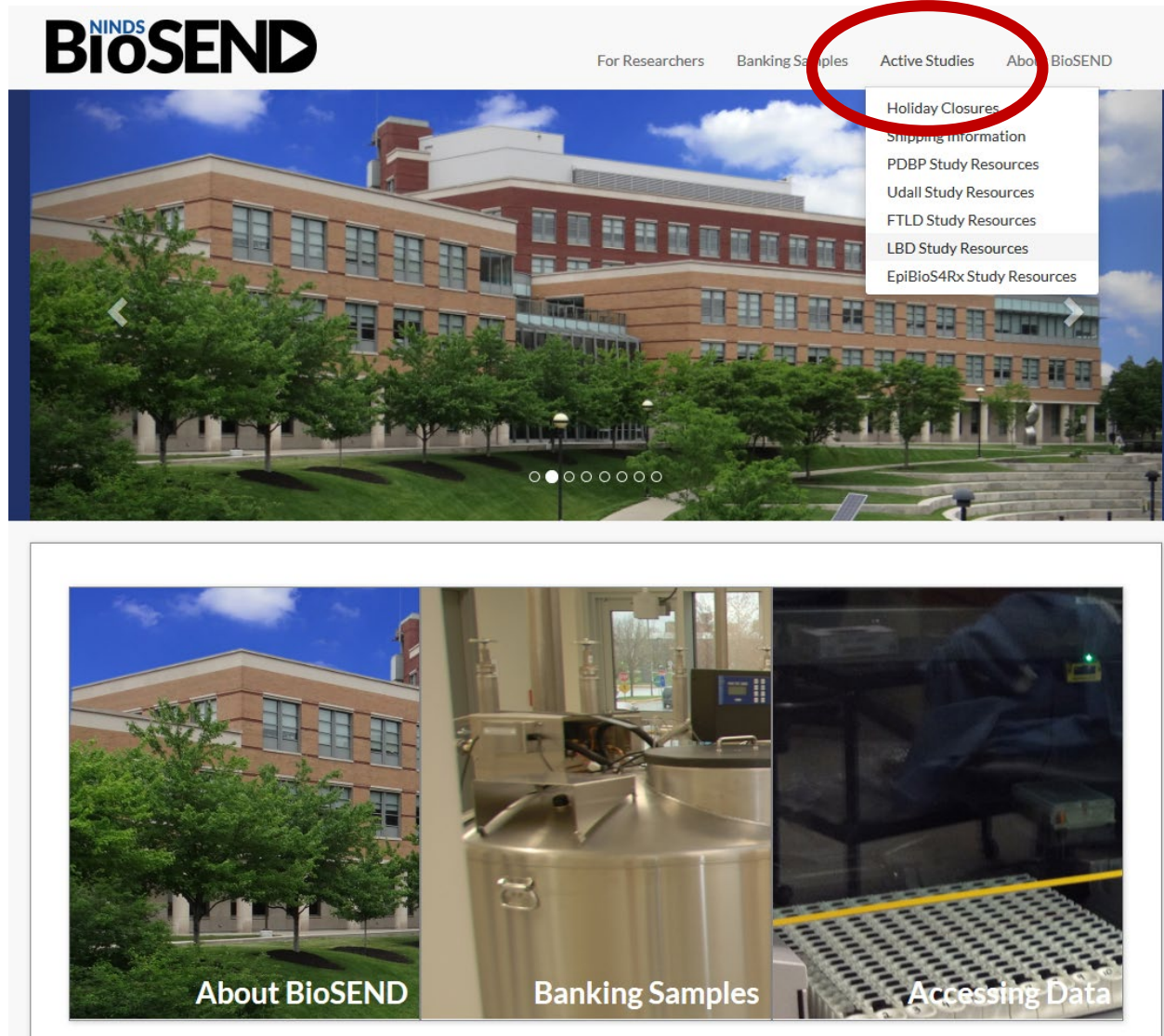
FedEx Tracking #

Draw Date	Specimen Type	# of Tubes Sent	Notation of Problems
Draw Date	DNA	# of Tubes	Notation of Problems
Draw Date	RNA	# of Tubes	Notation of Problems
Draw Date	Plasma	# of Tubes	Notation of Problems
Draw Date	Serum	# of Tubes	Notation of Problems
Draw Date	CSF	# of Tubes	Notation of Problems
Draw Date	Whole Blood	# of Tubes	Notation of Problems
Draw Date	Buffy Coat	# of Tubes	Notation of Problems

Reset Sample Form

Submit Sample Form

NINDS BioSEND Website



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
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 Day

BioSEND Contact Information

- Questions?

Please contact: Claire Wegel (cwegel@iu.edu)

- Email: biosend@iu.edu

Questions?