

BioSpecimen Exchange for Neurological Disorders (BioSEND)

Training Webinar


Reducing Disparities in Dementia and
VCID Outcomes in a Multicultural Rural
Population (DVRP) Study

BioSEND Training Webinar Overview

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

Study Reminders

Please remember...

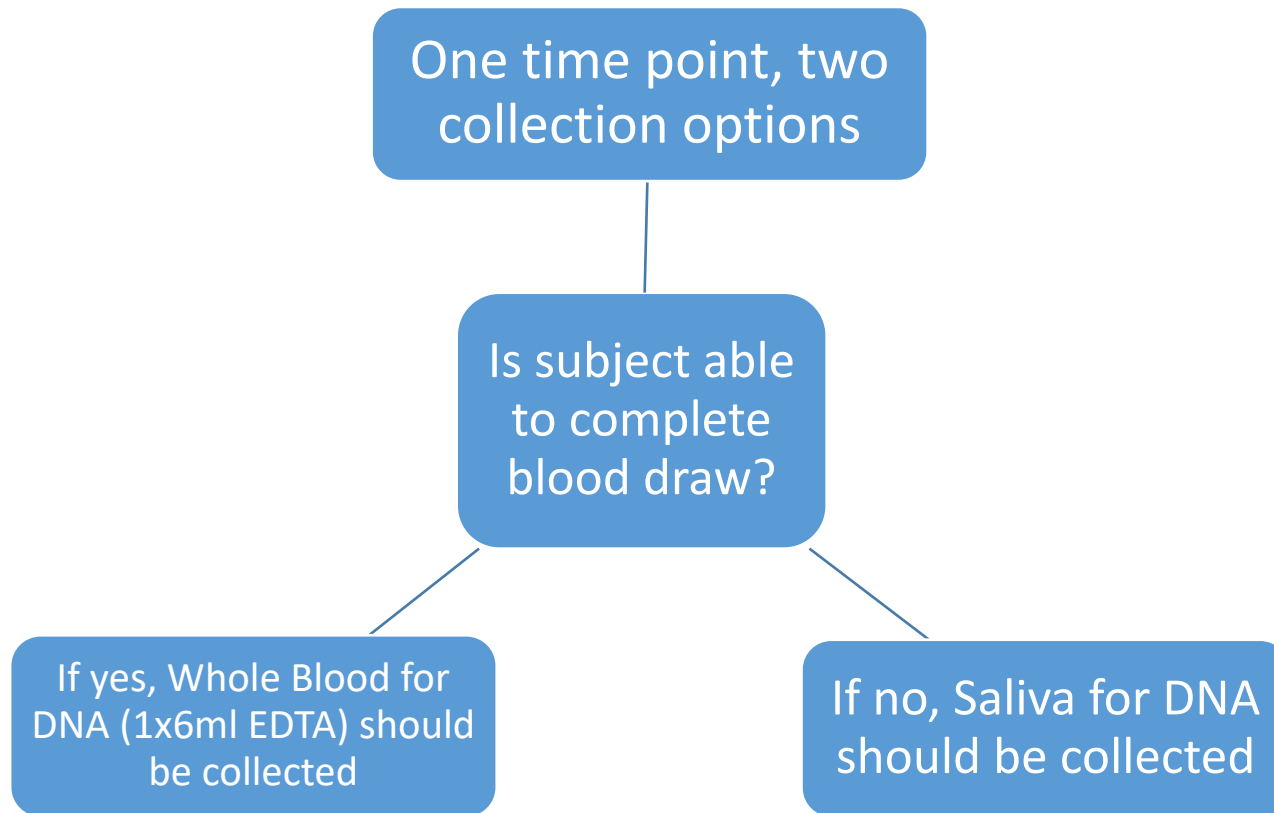
- Biospecimens are limited, valuable resources.
- Standardization and quality are key! 
- Reference the BioSEND Manual of Procedures as needed.
- Do not replace or supplement any kit components without first receiving approval from BioSEND.

Site Equipment

The following items are to be supplied by the site:

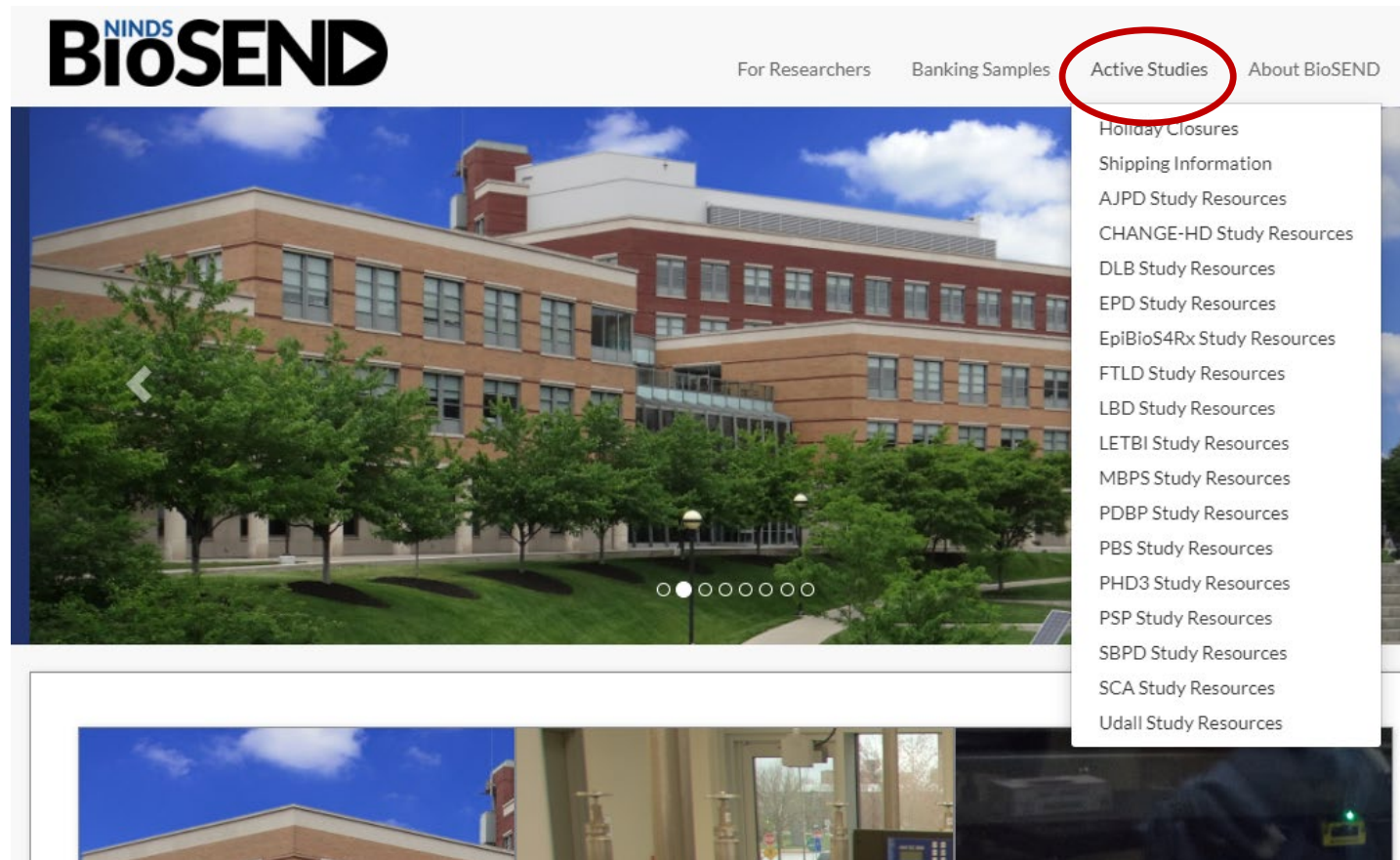
- Personal protective equipment
- Alcohol prep pads
- Butterfly needles and hubs
- Tourniquet
- Gauze pads
- Bandages
- Sharps bin and lid

Biospecimen Collection Protocol



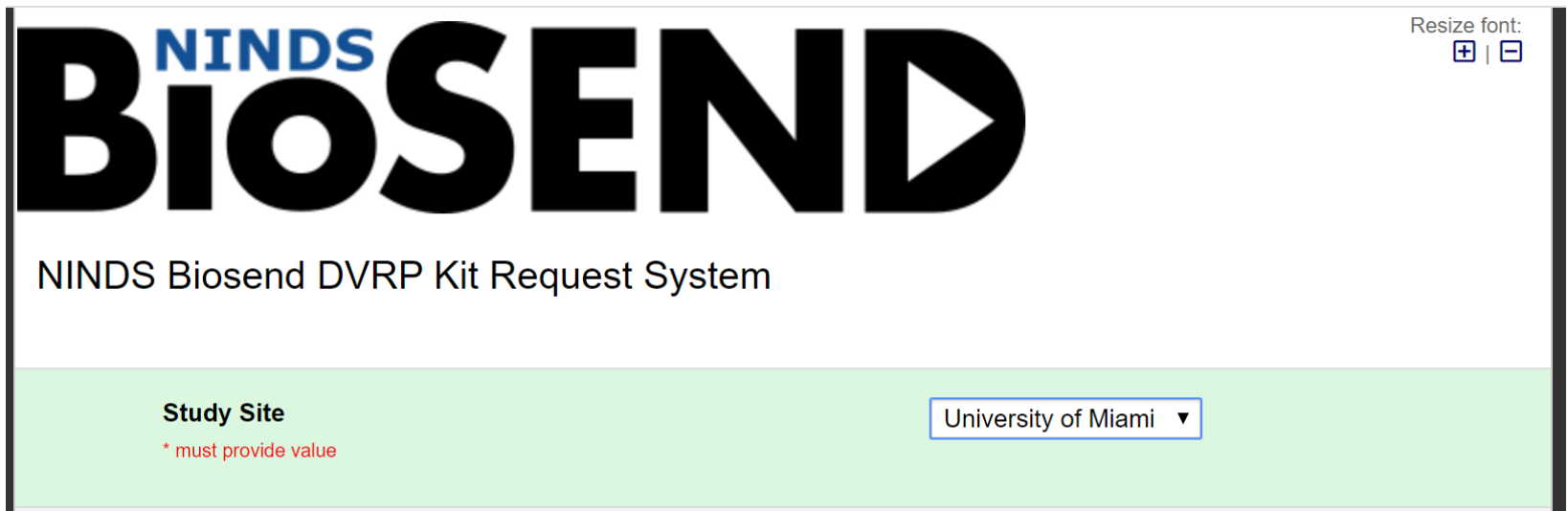
Requesting Kits

NINDS BioSEND Website



<https://www.biosend.org/>

BioSEND Kit Request Module



The screenshot shows the NINDS BioSEND Kit Request System interface. At the top, the logo "NINDS BioSEND" is displayed in large, bold letters. Below the logo, the text "NINDS Biosend DVRP Kit Request System" is visible. In the top right corner, there is a "Resize font:" option with plus and minus icons. A light green horizontal bar contains the "Study Site" label and a red asterisk note "* must provide value". To the right of this bar is a dropdown menu showing "University of Miami" with a downward arrow.

NINDS BioSEND

NINDS Biosend DVRP Kit Request System

Resize font: + | -

Study Site

* must provide value

University of Miami ▼

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

BioSEND Kit Request Module

Study Site <small>* must provide value</small>	University of Miami ▼
University of Miami Contact Name Shipping address for kits	
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>Option to correct/update contact and shipping address, if needed</div> <input type="text"/>	
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"/>	

BioSEND Kit Request Module: Kit Type

Kit Type

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

* must provide value

- ☐ Blood Collection Kit
- ☐ Saliva Collection Kit
- ☐ Bulk Saliva Shipping Kit
- ☐ Extra Supplies

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

Multiple kit options and
supplies available to order

BioSEND Kit Request Module: Baseline Kit

Kit Type **Please allow two weeks for shipment** <small>* must provide value</small>	<input checked="" type="checkbox"/> Blood Collection Kit <input type="checkbox"/> Saliva Collection Kit <input type="checkbox"/> Bulk Saliva Shipping 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"/>
Comments	<div>Select kit type and enter quantity needed</div> <div><input type="text"/></div> <div>Expand</div>
Each Blood Collection Kit contains: <ul style="list-style-type: none">1 - Purple-top EDTA tube (plastic, 6ml)1 - Biohazard bag w/ absorbent material1 - Gel pack1 - Subject label set1 - Ambient shipping container1 - ClinPak1 - Return airbill <div>Selecting a kit type will bring up a contents list</div>	

BioSEND Kit Request Module: Extra Supplies

Kit Type **Please allow two weeks for shipment** <small>* must provide value</small>	<input checked="" type="checkbox"/> Blood Collection Kit <input type="checkbox"/> Saliva Collection Kit <input type="checkbox"/> Bulk Saliva Shipping Kit <input checked="" 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"/>
FedEx® return waybill	<input type="radio"/> 2 <input type="radio"/> 4 <small>reset</small>
Ambient Shipping Container (includes shipping labels, airbill, and ClinPak)	<input type="radio"/> 2 <input type="radio"/> 4
Biohazard Bags	<input type="radio"/> 2 <input type="radio"/> 4
Purple-Top EDTA Tube (plastic, 6 ml)	<input checked="" type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> 8 <small>reset</small>
Comments	<input type="text"/> <small>Expand</small>
Each Blood Collection Kit contains: 1 - Purple-top EDTA tube (plastic, 6ml) 1 - Biohazard bag w/ absorbent material 1 - Gel pack 1 - Subject label set 1 - Ambient shipping container 1 - ClinPak 1 - Return airbill	

Option to order individual kit components

BioSEND Kit Request Module: Multiple Orders

Kit Type **Please allow two weeks for shipment** <small>* must provide value</small>	<input checked="" type="checkbox"/> Blood Collection Kit <input type="checkbox"/> Saliva Collection Kit <input type="checkbox"/> Bulk Saliva Shipping Kit <input checked="" 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"/>
FedEx® return waybill	<input type="radio"/> 2 <input type="radio"/> 4
Ambient Shipping Container (includes shipping labels, airbill, and ClinPak)	<input type="radio"/> 2 <input type="radio"/> 4
Biohazard Bags	<input type="radio"/> 2 <input type="radio"/> 4 reset
Purple-Top EDTA Tube (plastic, 6 ml)	<input checked="" type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> 8 reset
Comments	<div><input type="text"/></div> Expand
Each Blood Collection Kit contains: 1 - Purple-top EDTA tube (plastic, 6ml) 1 - Biohazard bag w/ absorbent material 1 - Gel pack 1 - Subject label set 1 - Ambient shipping container 1 - ClinPak 1 - Return airbill	

Can order multiple kits in one order

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.

NINDS BioSEND
NINDS Biosend DVRP Kit Request System

Resize font:

Study Site
* must provide value University of Miami ▼

University of Miami
Contact Name
Shipping address for kits

Is the contact name above correct?
* must provide value ☐ Yes ☐ No reset

Is the shipping address above correct?
* must provide value ☐ Yes ☐ No reset

Is the e-mail address above correct?
* must provide value ☐ Yes ☐ No reset

Kit Type
Please allow two weeks for shipment
* must provide value ☐ Baseline Visit Kit ☐ Extra Supplies
Please specify in comments if you need kits before the standard two week shipment time.

Comments

Expand

Submit

Labels

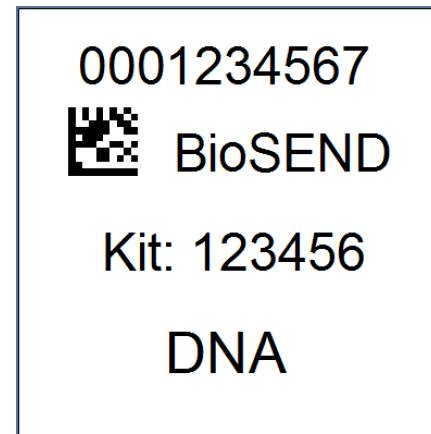
Types of Labels

Kit Label



Number unique to subject visit

Collection Tube Label



For EDTA or Saliva Tube

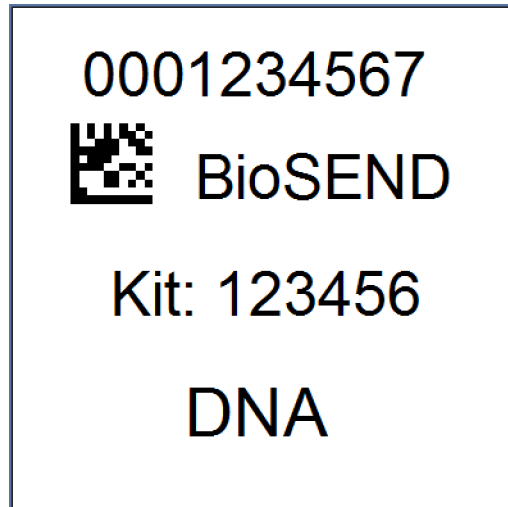
Kit Labels

Kit labels:

- Are placed on the outside of biohazard bags.



Collection Tube Label



Unique Barcode



Kit Number

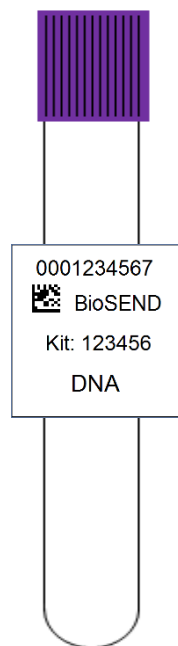


Specimen Type

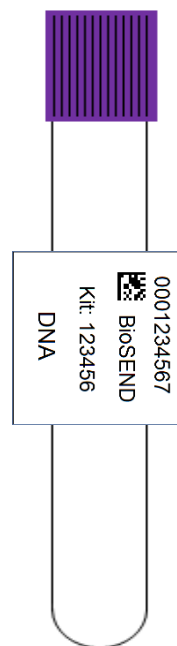
Specimen type for blood = DNA, for saliva = SALIVA

Collection Tube Labels

Collection Tube Labels are placed on EDTA and saliva collection tubes



Incorrect



Correct

Sample Collection & Processing

Reminder:

- 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 (Appendix O of BioSEND MOP).

Specimen Collection Options



**Whole Blood for DNA
(6ml EDTA)**



**Saliva for DNA
(Oragene Collection Kit)**

DNA Preparation – 6 ml K2 EDTA (Purple Top) Tube

Step One



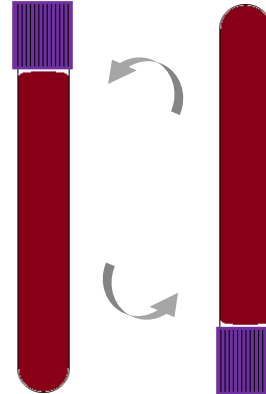
- Store tubes at room temperature.
- Label tubes with preprinted DNA label prior to blood draw.

Step Two



- Collect blood in K2 EDTA 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



- Keep sample at ambient temperature until ready to ship. Sample must be received at BioSEND within 5 days of collection.

Blood Collection: Troubleshooting

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 collection tubes from supplemental kit nearby during blood draw to replace “bad” tubes. These can also be requested through the Kit Request Module.
- If frequent occurrence, report tube type and lot numbers to Indiana University

Saliva Collection For DNA – Oragene OGR-500

Note: Directions on the following sides guide the participant through saliva collection and shipping the sample to the University of Miami. Shipment of samples by University of Miami staff to Indiana University is covered in the section Sample Shipment.

Saliva Collection For DNA – Oragene OGR-500

Step One



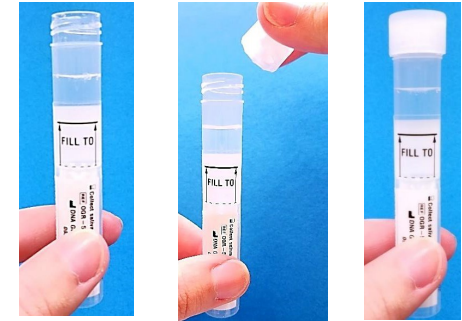
- Do NOT remove the plastic film from the lid of the container.
- Spit directly into the funnel at the top of the tube until the amount of liquid saliva (not including bubbles) reaches the fill line shown in picture #1.
- The saliva tube has a false bottom, so you will only need to provide 2 milliliters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

Step Two



- 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 Three



- 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.

Saliva Collection For DNA – Oragene OGR-500

Step Four



- Shake the capped tube for 5 seconds.
- Discard or recycle the funnel.
- Place sample in provided specimen bag for shipment back to the University of Miami.

Step Five



- Peel off blue plastic liner at the top of the specimen bag to expose the adhesive.
- Seal bag by pressing down across the top of the bag.

Step Six



- Put your specimen (in the provided specimen bag) into this shipping envelope.

Saliva Collection For DNA – Oragene OGR-500

Step Seven



- 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.
- Send the envelope via U.S. Mail as soon as possible after sample collection. The envelope will be pre-labeled with postage to return the sample to Miami.
- The envelope may be placed in your mailbox with any outgoing mail or mailed through any USPS drop box or post office location.

Sample Shipment

Ambient Sample Shipment

- 6 ml purple (EDTA) whole blood for DNA collection tube and bulk saliva shipments are sent ambient
- **Monday – Thursday only via FedEx® Priority Overnight for blood samples.**
- Schedule UPS® pickup
- Email the DVRP Blood or Saliva Sample Form, including the UPS® tracking number, **AHEAD OF SHIPMENT to BioSEND (biosend@iu.edu)**

Ambient Shipper for Blood Samples



Styrofoam shipper with
outer cardboard box

Biohazard bag with
absorbent material

IATA Contents Sheet

Cool pack (place in
freezer at least 24hrs
prior to shipment)

Collection tube will be
in blood kit

Shipping Ambient Blood 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. If Friday collection is unavoidable, ship sample the following Monday.
- ***Blood Sample(s) must be received at BioSEND within 5 days of collection. Do not ship these samples on Friday.***

Bulk Saliva Shipping

- Saliva does not need to be shipped to BioSEND the same day as collection.
- BioSEND-provided shipper will hold up to 10 subjects saliva mailers
- ***These samples may be shipped to BioSEND Monday-Thursday.***

Labeling Ambient Sample Shipments

- Blood shipper will be labeled with UN3373 sticker.
- Place the box and a copy of the appropriate Sample Form (for either blood or saliva).
- Apply the air waybill to the outside of either the ClinPak (for blood) or cardboard box (for saliva).

Saliva Sample Form

DVRP Saliva Sample Form

Please complete this form and return it to Indiana University with the corresponding saliva sample. Ambient samples should be shipped **Monday – Thursdays only**. Please notify BioSEND ahead of shipment by emailing a copy of this form to biosend@iu.edu.

[illegible]

Notes:

If you have any questions, please contact us at 1-317-278-6158 or biosend@iu.edu.

Blood Sample Form

DVRP Blood Sample Form

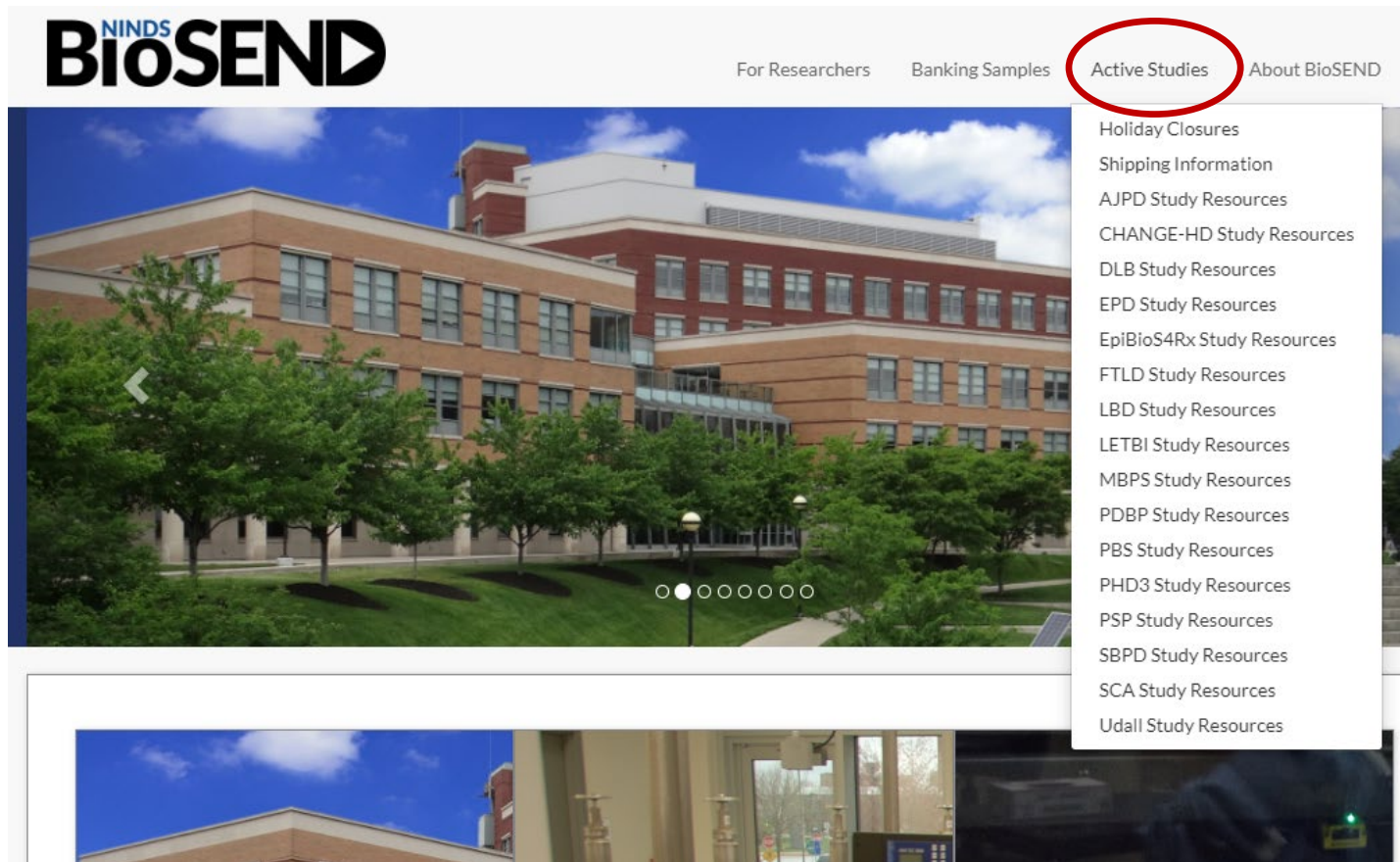
Please complete this form and return it to Indiana University with the corresponding blood sample. Ambient samples should be shipped **Monday – Thursdays only**. Please notify BioSEND ahead of shipment by emailing a copy of this form to biosend@iu.edu.

To: Claire Wegel	Fax: 317-278-1100	Phone: 317-278-6158			
Email: biosend@iu.edu	Tracking #: _____				
From: _____	Site: _____				
Phone: _____	Fax: _____				
Email: _____	Date: _____				
Please fill in the fields below for each sample in the shipment.					
Subject ID	Sex	Kit Number	Date Collected	Date of Visit (if different)	Notes

Notes:

If you have any questions, please contact us at 1-317-278-6158 or biosend@iu.edu.

NINDS BioSEND Website



<https://www.biosend.org/>


Sample Shipment Notification Form, Online

NINDS

BioSEND

For Researchers Banking Samples About

Sample Record and Shipment Notification



Sample Information

Date Sample(s) Shipped	FedEx Tracking Number
<input type="text" value="07/27/2017"/>	<input type="text" value="FedEx Tracking #"/>

Draw Date	Specimen Type	# of Tubes Sent	Notation of Problems
<input type="text" value="Draw Date"/>	<input type="text" value="DNA"/>	<input type="text" value="# of Tubes"/>	<input type="text" value="Notation of Problems"/>
<input type="text" value="Draw Date"/>	<input type="text" value="RNA"/>	<input type="text" value="# of Tubes"/>	<input type="text" value="Notation of Problems"/>
<input type="text" value="Draw Date"/>	<input type="text" value="Plasma"/>	<input type="text" value="# of Tubes"/>	<input type="text" value="Notation of Problems"/>
<input type="text" value="Draw Date"/>	<input type="text" value="Serum"/>	<input type="text" value="# of Tubes"/>	<input type="text" value="Notation of Problems"/>
<input type="text" value="Draw Date"/>	<input type="text" value="CSF"/>	<input type="text" value="# of Tubes"/>	<input type="text" value="Notation of Problems"/>
<input type="text" value="Draw Date"/>	<input type="text" value="Whole Blood"/>	<input type="text" value="# of Tubes"/>	<input type="text" value="Notation of Problems"/>
<input type="text" value="Draw Date"/>	<input type="text" value="Buffy Coat"/>	<input type="text" value="# of Tubes"/>	<input type="text" value="Notation of Problems"/>

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

Note that BioSEND has extended closures surrounding the Thanksgiving, Christmas, and New Year's Holidays. BioSEND will send notification of these dates prior to the holiday season.

BioSEND Contact Information

- Questions?

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

- Email: biosend@iu.edu

Questions?