



## INSTRUCTIONS FOR EXACERBATION SUBSTUDY LYSATE PEX ID FORM ELY, VERSION 1.0 (QxQ)

### I. GENERAL INSTRUCTIONS

The Exacerbation Substudy Lysate PEX ID Form is used to inform which lysate sample by PEX ID is collected and stored. This information should be entered during the participant's Exacerbation Substudy clinic visit. This form will populate the Lysate Sample Shipping Manifest Report that is printed prior to shipment once a box is full.

**Note:** Only the designated site level ID should be used to enter information into the site-level forms (DO NOT enter information into these forms under an actual SPIROMICS participant's ID). For each site, the site level ID will be structured as the two letter site code, followed by "000000" (e.g. Columbia's site level ID will be "CU000000", University of Iowa's site level ID will be "IA000000", etc.).

This form allows for 24 PEX IDs to be entered into form, the date that the particular box will be shipped, and the staff code of the person who will be preparing the box/boxes for shipment.

### II. DETAILED INSTRUCTIONS

**NOTE:** The following steps assume that a lysate sample tube has been collected.

- Step 1:** After a lysate sample tube has been collected and processed for a participant, find the site level ID in the SubjectID list. This should be the first ID that appears on the first page of the SubjectID screen.
- Step 2:** Select the ELY form under the "Exacerbation Lab Shipment" form group in the form grid.
- Step 3:** Use the QR scanner/Barcode scanner or manually enter the PEX ID of the participant whose lysate sample tube was collected into the next available slot.
- Step 4:** Save and close the form after entering the PEX ID.
- Step 5:** Continue entering PEX IDs until all 24 available slots in the form have been filled OR until a scheduled lysate sample shipment is to be made.
- Step 6:** Once a shipping date of the given lysate sample box has been decided, enter that date into question 25 and the staff ID of the person who will be preparing the shipment into question 26. (The shipping date that is entered in question 25 will be the shipping date that will be used to create the Shipping Manifest for the lysate sample box.)
- Step 7:** Save and close the form.
- Step 8:** After a lysate sample box has been shipped, create a new occurrence of the ELY form to enter PEX IDs for the next Lysate sample box to be filled and repeat steps 1-6 (*See Section 3.6 of the MOP for instructions on creating a new occurrence of a form*).