

**SPUTUM SLIDE LABEL ID FORM, SLI
 QUESTION BY QUESTION (QxQ), VERSION 1.0**

I. GENERAL INSTRUCTIONS

The Sputum Slide Label ID Form (SLI) is used to inform which Sputum Slide by Label ID is made and stored. This information should be entered during the participant’s clinic visit for each slide. This form should be printed and included in the 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 III 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.).

Data Management

SubjectID	First Name	Last Name	Birth Date
IA000000	Use this ID for Site Level Forms	PDF, DNA, MUC, RNA, SLI, SLY	
IA210014			
IA210022			
IA210036			

This form allows for 24 Label IDs to be entered into the form, the number of slides for each Label ID, the date that slides will be shipped, and the staff code of the person who will be preparing the slides for shipment.

II. INSTRUCTIONS FOR INDIVIDUAL ITEMS

NOTE: The following steps assume that a sputum sample has been processed and slides created.

- Step 1:** After processing and creating sputum slides for a given participant after sputum induction, 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 SLI form under the “Lab Shipment” form group in the form grid.
- Step 3:** Use the QR scanner/Barcode scanner or manually enter the Label ID of the participant whose slides will be shipped to the Sputum Reading Center into the next available slot (i.e., Items 1a-24a).

Also enter the number of slides that will be shipped for that participant into the corresponding “Number of Slides” column (i.e., Items 1b-24b).

- Step 4:** Continue entering Label IDs and the corresponding number of slides created until all 24 available slots in the form have been filled OR until a scheduled slide shipment is ready to be made.
- Step 5:** Once a shipping date of the given slide shipment has been decided, record that shipping date in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided in Item 25 (**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 Sputum Slide sample box**). Record the SPIROMICS III staff code of the person who will be preparing the shipment into Item 26. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS III data, please contact the GIC in order to receive your own individual staff code.
- Step 6:** Print the SLI form and include this in the slide shipment package.
- Step 7:** Select **Save and Close** at the bottom of the page/screen.
- Step 8:** After a Sputum Slide sample box has been shipped, create a new occurrence of the SLI form to enter Label IDs for the next sputum slide package to be shipped and repeat steps 1-7 (**See Section 3.6 of MOP 6 for instructions on creating a new occurrence of a form**).