



Biospecimen Exchange for Neurological Disorders

Clinical Research Consortium for SCA (CRC-SCA)

BIOSPECIMEN COLLECTION & PROCESSING

Overview

1. Specimen uniformity and quality
2. Site Equipment
3. Procedures
 - Kit Contents and Ordering
 - Sample Labelling
 - Sample Collection and Processing
 - Shipping Samples
 - Non-Conformance
4. Contact Information

Specimen Uniformity and Quality

GENERAL REMINDERS

Specimen Standardization and Quality

Most biomarkers are sensitive to *time* and *temperature*

- Standardization of processing across sites is key
- Specimens must be processed within 2 hours of collection
- Reference the *BioSEND Biomarker Specimen Collection, Processing, and Shipment Manual* as needed
- Do not replace or supplement any kit components without first receiving approval from BioSEND/NINDS

Questions? Email biosend@iu.edu

Site Consumables and Equipment

Sites will need to supply the following items:

- Gloves
- Alcohol wipes
- Butterfly needles
- Tourniquet
- Gauze pads
- Bandages
- Microcentrifuge tube rack
- Sharps bin and lid
- Crushed ice
- Pipettes and pipette tips
- Centrifuge capable of maintaining 4°C
- -80°C Freezer
- Dry ice

Procedures

MAINTAINING SPECIMEN UNIFORMITY AND QUALITY

Biospecimen Collection Protocol

Sample Type & Volume	All Visits
Plasma aliquots, 1ml	6
Serum aliquots, 1ml	6
Buffy Coat	2
Whole Blood, 3ml	2
CSF aliquots, 1ml	10

Kit Contents and Ordering

- All sites will be sent a Supplemental Kit with their first kit shipment
 - Contains extra blood collection tubes and processing supplies
 - May be used to replace items in study visit kits
- Study Visit Kits should be ordered as soon as visits are planned
 - Contains collection, processing, and shipping supplies specific to each visit
 - Includes barcoded labels
 - The supplies/labels in each study visit kit are intended for that visit only

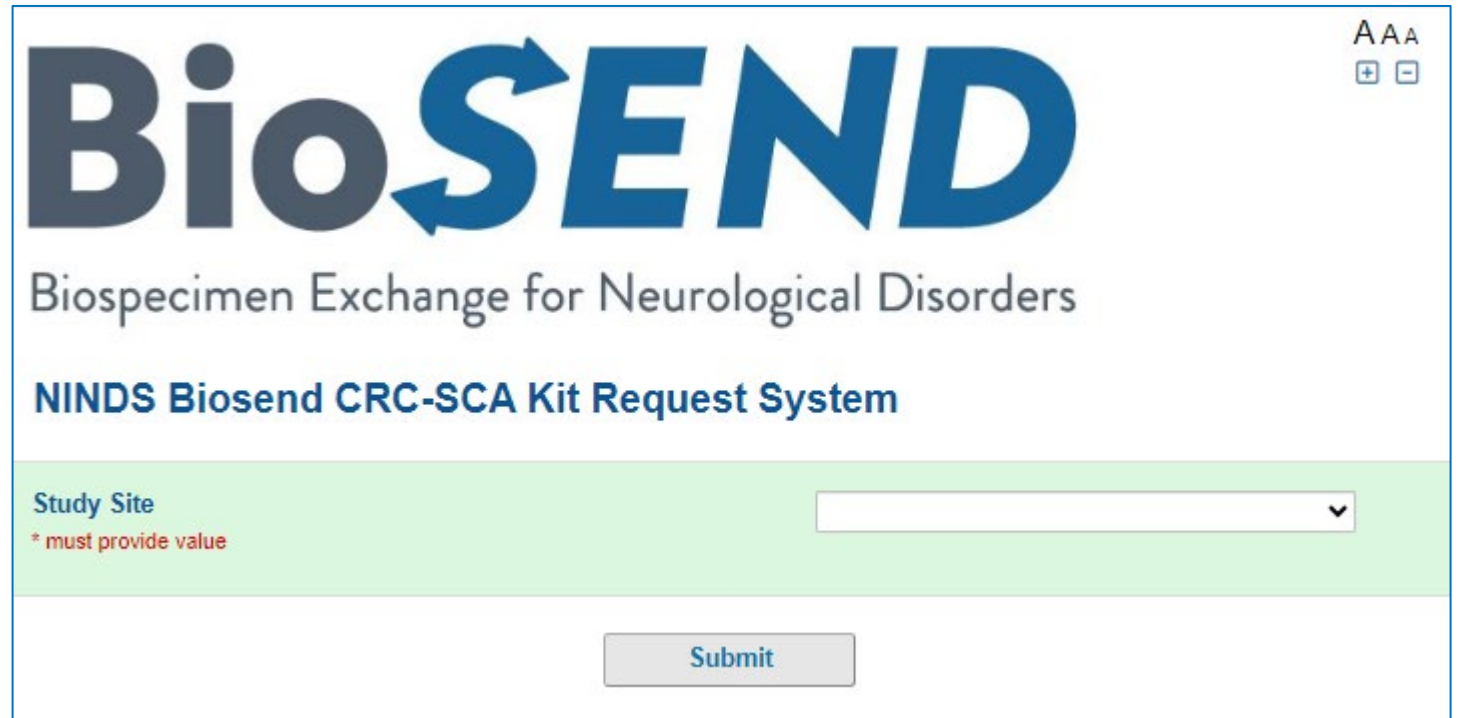
Kit Contents and Ordering – REDCap Survey

<http://kits.iu.edu/biosend/crc-sca>

Order kits online through the Kit Request Module for:

- Blood & CSF kits
- Extra Supplies

Please provide as much notice as possible when ordering kits and/or supplies.



The screenshot shows the BioSEND NINDS Biosend CRC-SCA Kit Request System interface. At the top, the logo "BioSEND" is displayed in large blue letters, with "Biospecimen Exchange for Neurological Disorders" written below it. The title "NINDS Biosend CRC-SCA Kit Request System" is centered. Below this, there is a green horizontal bar containing the label "Study Site" and a red asterisk with the text "* must provide value". To the right of this bar is a dropdown menu. At the bottom right of the form is a "Submit" button. In the top right corner, there are accessibility icons labeled "AAA" and a small square icon.

Kit Contents and Ordering: Confirm Site Info

CRC-SCA Kit Request Module

Study Site <small>* must provide value</small>	Indiana Univers	Select your site from the drop-down list
Indiana University School of Medicine Carolyn Dunifon Dept. of Medical & Molecular Genetics 351 West 10th Street, TK-318 Indianapolis, IN 46202-3002 (317) 274-5751 cdunifon@iu.edu		
Verify contact information and update if needed		
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>	Claire Wegel	
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
Is the phone number above correct? <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No	reset

Kit Contents and Ordering: Kit Types

CRC-SCA Kit Request Module

- Kits are not specific to a subject or time point. After collection, sites will indicate the subject and time point to which BioSEND should link the samples.
- CSF processing kits are ordered independently of blood kits, as CSF is not required
- All specimen labels (including CSF) will be included in the Blood Collection Kit. If CSF is not collected at a visit, you may discard these extra labels

Kit Type **Please allow two weeks for shipment** <small>* must provide value</small>	<div><input checked="" type="checkbox"/> Blood Collection Kit</div> <div><input type="checkbox"/> CSF Kit</div> <div><input type="checkbox"/> Extra Supplies</div> <p>Please specify in comments if you need kits before the standard two week shipment time.</p>
Blood Kit Quantity <small>* must provide value</small>	<input type="text" value="3"/>
Comments	<div><div></div><div>Expand</div></div>

Kit Contents and Ordering: Kit Breakdown

CRC-SCA Kit Request Module

Comments

Expand

Blood Collection Kit Contents:

- 2 - EDTA (Lavender) tube, glass (10 ml)
- 2 - Serum (Red) tube, glass (10ml)
- 2 - EDTA (Purple) tube, plastic (3ml)
- 15- Siliconized cryovial (2ml)
- 2 - Disposable transfer pipette (3ml)

- 1 - 25-Slot Cryobox
- 1 - Warning label packet (Dry Ice, Fragile, UN3373)
- 1 - Airway bill envelope
- 1 - Shipping container for dry ice shipments
- 2 - Biohazard bag with absorbent sheet
- 6 - Individual bubble sleeves for tube
- 30 - Cryohold specimen/case labels-- Kit numbers

Submit

Kit contents of selected kit will appear at the bottom of the page

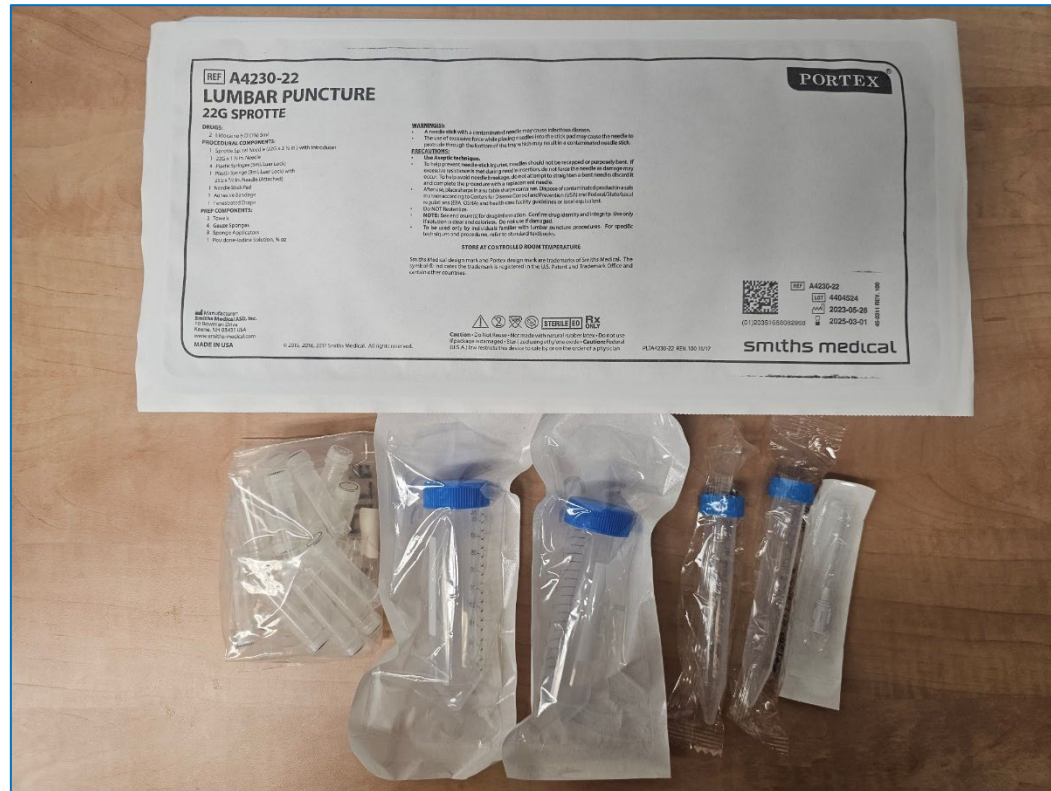
Kit Contents and Ordering: Blood Kit



Kit Contents and Ordering: CSF Kits

CSF:

LP Tray:



Collection Volumes

Total blood and CSF volumes

Sample Type	Amount
Whole Blood for Plasma and Buffy Coat	20 ml
Whole Blood for Serum	20 ml
Whole Blood for Banking	6 ml
Cerebrospinal Fluid	10 ml

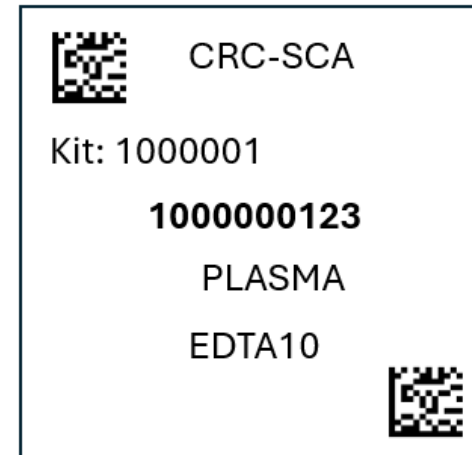
Kit and Supply Ordering

- Click “Submit” to send order to BioSEND; staff will confirm receipt of your order
- Please allow two week turn-around time for kit shipments
- If urgent request needed, please note date needed by in comments and email BioSEND. We cannot guarantee urgent orders, but we will do our best to accommodate.
- BioSEND will send confirmation of shipment and tracking number when supplies ship

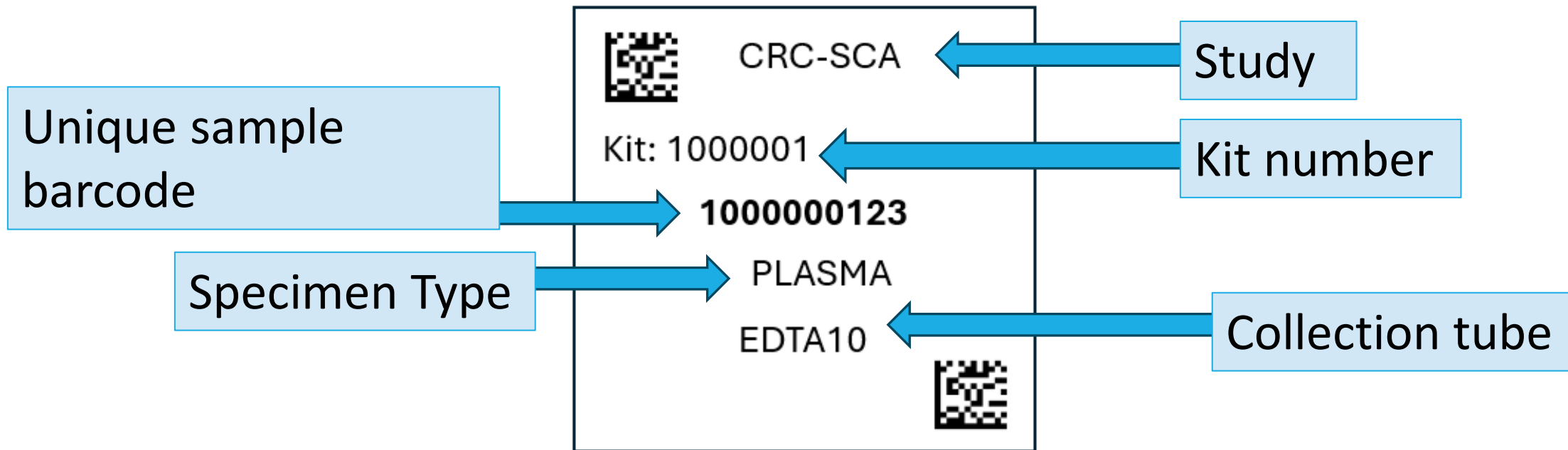
Sample Labelling: Example Labels

Labels are provided by Indiana University

- Please check that all samples are properly labelled to ensure correct identification by IU
- If do not have enough labels to complete a visit, please contact IU *immediately*
- Labelling the tubes during processing prevents sample mix-ups



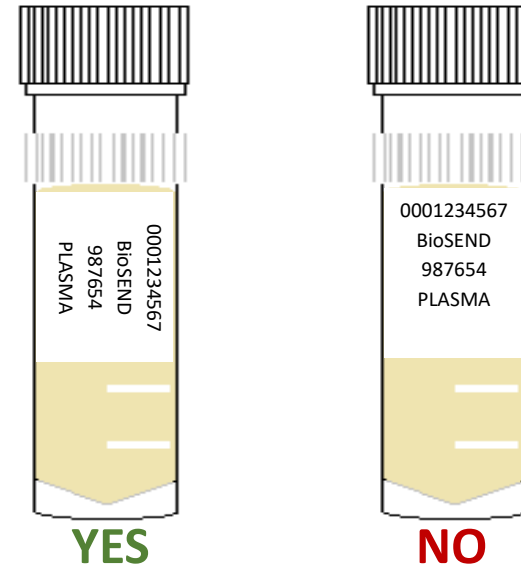
Sample Labelling: Example Labels



Sample Labelling: Label Placement

Please...

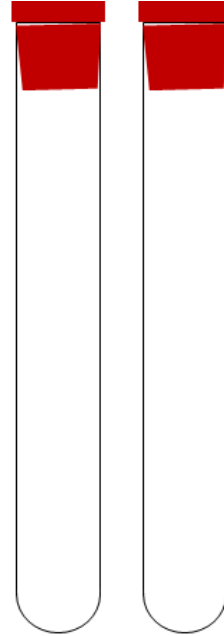
- Label all collection and aliquot tubes before cooling, collecting, processing, or freezing samples
- Label only 1 subject's tubes at a time to avoid mix-ups
- Wrap the label around the tube horizontally - label position is important for all tube types
- Make sure the label is completely adhered by rolling between your fingers



Sample Collection and Processing

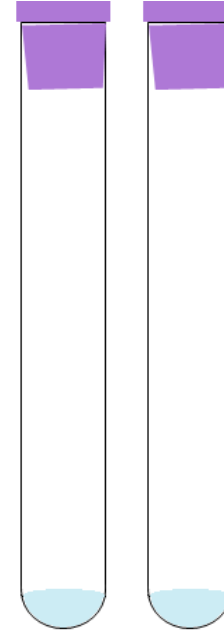
Blood Tube Draw Order

10ml Serum



1

10ml EDTA

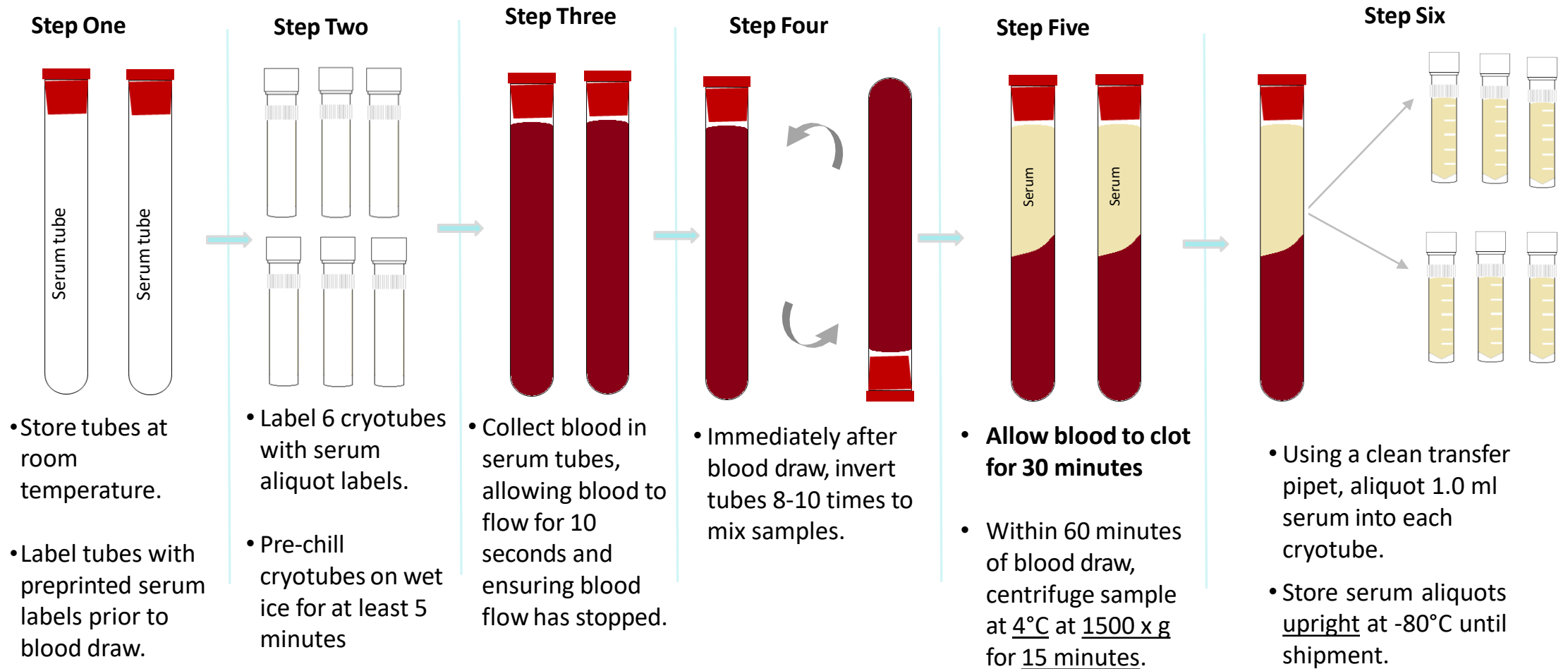


2

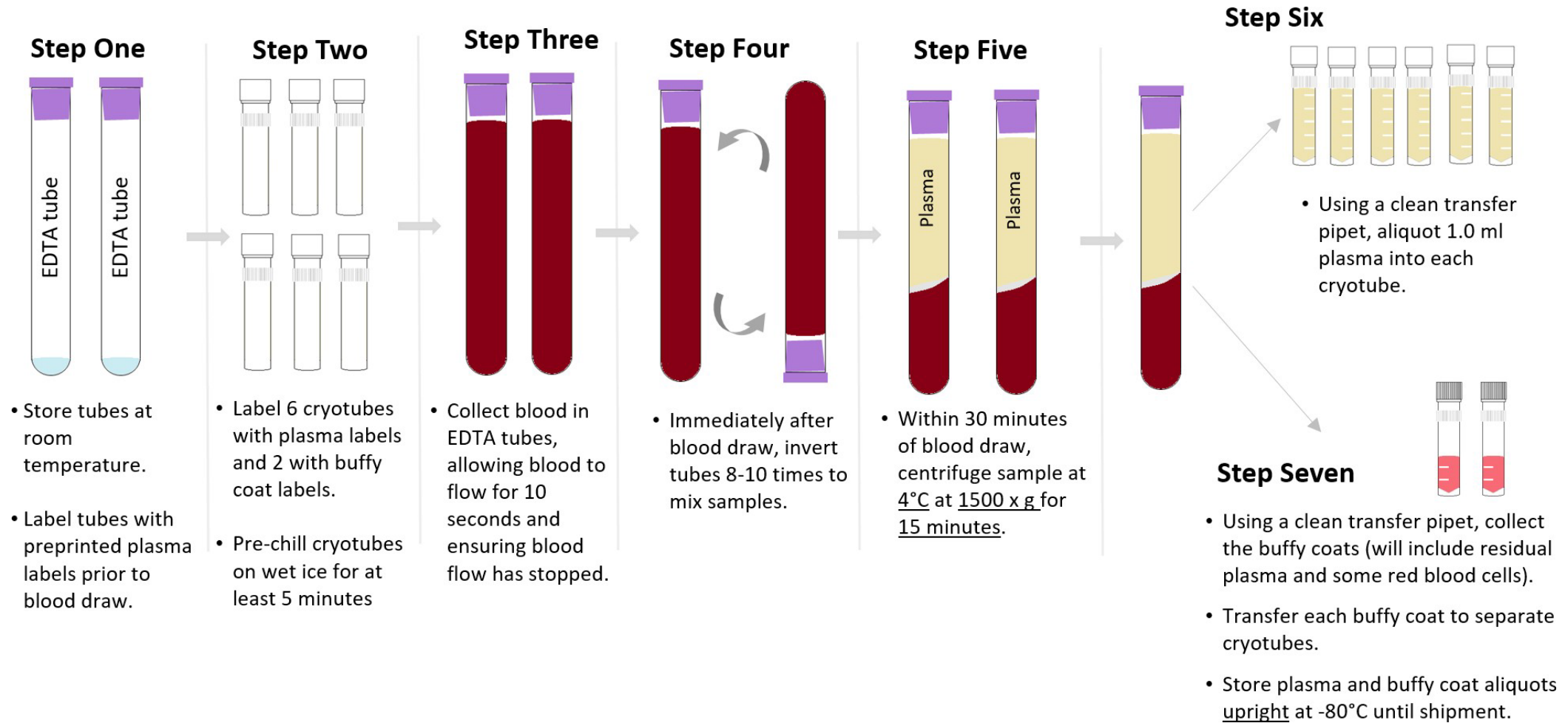


3

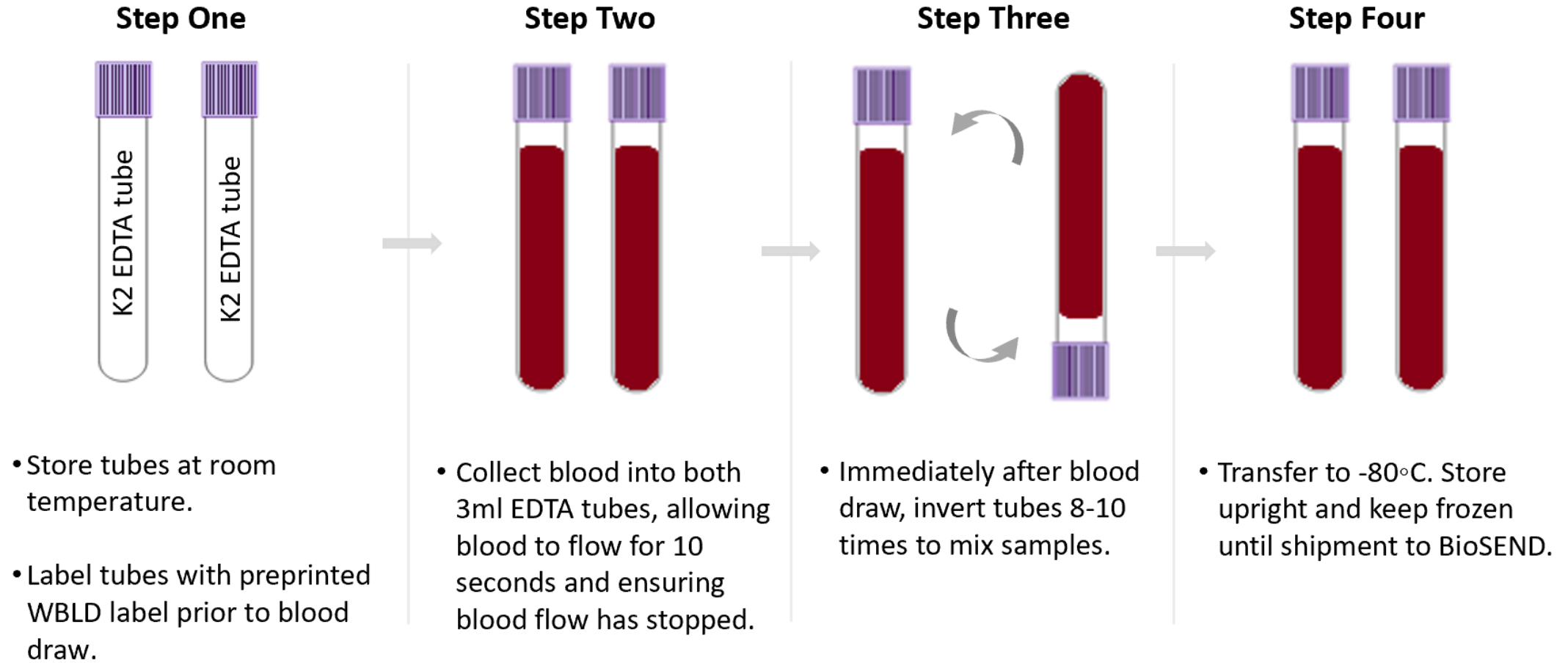
Sample Collection and Processing: Serum



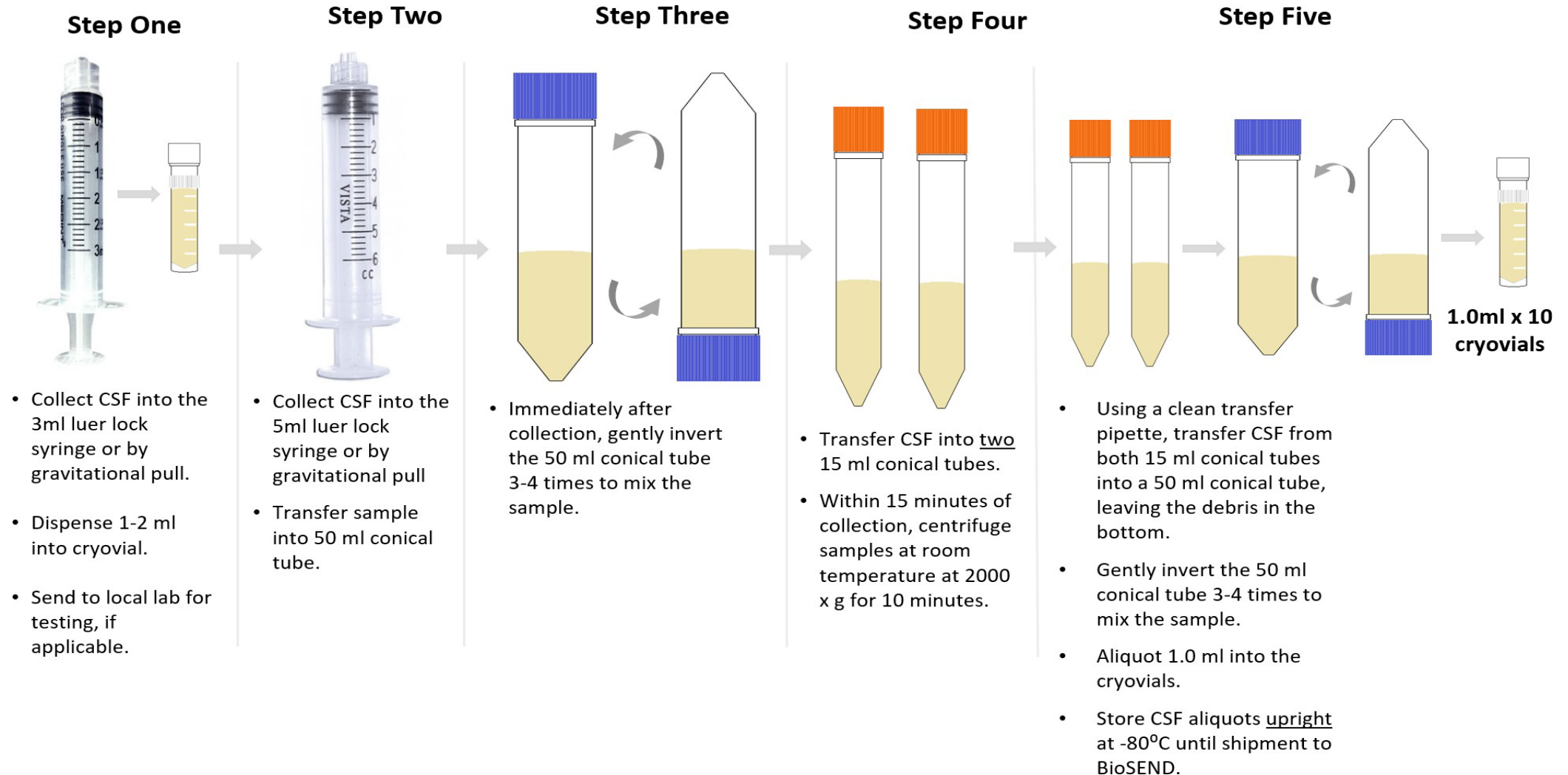
Sample Collection and Processing: Plasma & Buffy Coat



Sample Collection and Processing: Whole Blood



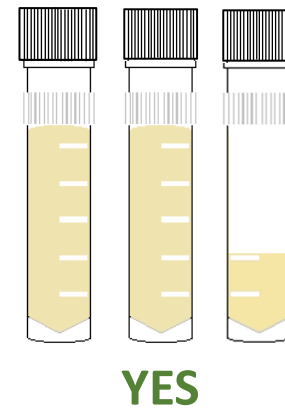
Sample Collection and Processing: CSF



Sample Collection and Processing: Aliquots

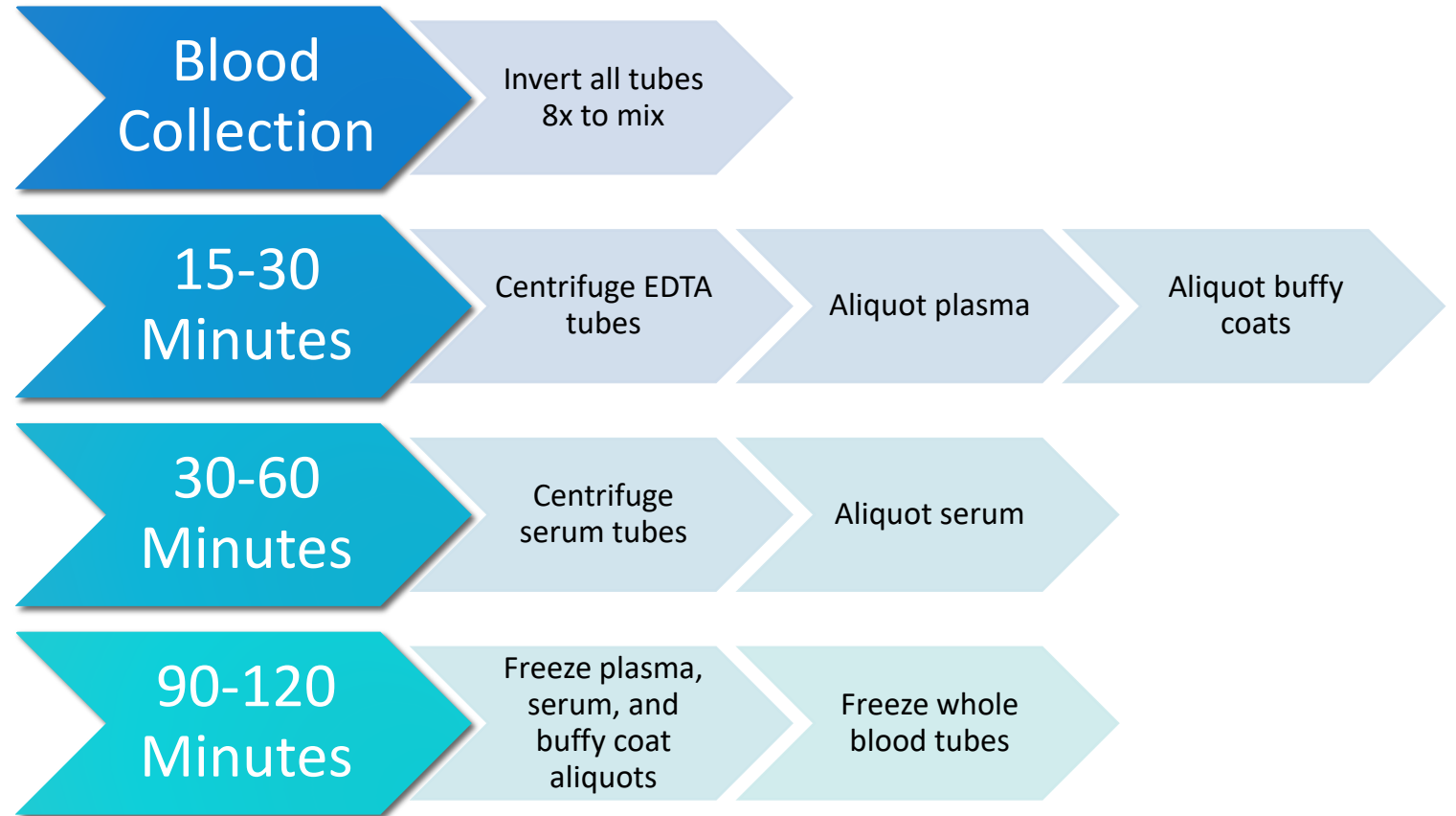
Filling biomarker serum, plasma, and CSF aliquots:

- Fill as many cryovials as possible to 1.0 ml (plasma, serum & CSF)
- Over-filled vials may burst in freezer!
- Ship ALL material to IU, even if final vial is less than standard volume



Sample Collection and Processing: Timeline

Timeline for blood processing



Sample Collection and Processing: Issue #1

Troubleshooting Blood Collection

Issue #1: Tube with little/no vacuum

- Always check expiration date on the tube before beginning blood draw and discard expired tubes
- Store tubes at “room temperature” – extreme temperature can affect vacuum
- Keep extra vacutainer tubes from supplemental kit nearby during blood draw to replace “bad” tubes
- If this is a frequent occurrence, report tube type and lot number to IU.

Sample Collection and Processing: Issue #2

Troubleshooting Blood Collection

Issue #2: Hemolyzed serum and/or plasma caused by incorrect collection

Cause: Blood Collection Methods	Corrective Action
Improper venipuncture site	Draw from median cubital, basilic, 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
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	

For more information, visit: http://www.bd.com/vacutainer/pdfs/techtalk/TechTalk_Jan2004_VS7167.pdf

Sample Collection and Processing: Issue #2 continued

Troubleshooting Blood Collection

Issue #2: Hemolyzed serum and/or plasma caused by incorrect processing

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 temperature until processing
Prolonged contact of serum/plasma with cells	Do not store uncentrifuged samples beyond recommended time

For more information, visit: http://www.bd.com/vacutainer/pdfs/techtalk/TechTalk_Jan2004_VS7167.pdf

Sample Collection and Processing Form

Specimen Collection and Processing Form

Direct Link:

<http://kits.iu.edu/biosend/CRCSCASampleForm>

First page captures basic subject and visit information



Returning?

AAA



Biospecimen Exchange for Neurological Disorders

CRC-SCA Sample Record and Shipment Notification Form

Protocol: CRC-SCA

Please complete the Specimen Collection and Processing Form, below and print a copy of that document and **include it in the shipping container.**

Study Site:

Email address of staff member completing this form

Note: A copy of the completed sample form will be sent to this address.

Local ID:

Formatted like IU-01-001

Do your labels have a Kit Number or an ST-Number?

Sex (used for DNA quality control)

Visit:

Sample Collection and Processing: Sample Data

Specimen Collection and Processing Form

A copy of the Shipping Manifest should be included in every shipment to Indiana University

CRC-SCA Sample Record and Shipment Notification Form ^{Page 1}

Please verify/update the information below. When you click the "Submit" button below, a PDF copy of the Sample Record and Shipment Notification Form will be emailed to you.

Please print a copy of that document and include it in the shipping container.

Study Site:

- ☐ Columbia University
- ☐ Emory University
- ☐ Houston Methodist Hospital
- ☐ Johns Hopkins University
- ☐ Massachusetts General Hospital (Harvard Medical School)
- ☐ Northwestern University
- ☐ University California-Los Angeles
- ☐ University California-San Francisco
- ☐ University of Chicago
- ☐ University of Florida
- ☐ University of Michigan
- ☐ University of Minnesota
- ☐ University of Montreal Hospital (CRCHUM)
- ☐ University of Pennsylvania
- ☐ University of South Florida
- ☐ University of Texas Southwestern
- ☐ University of Washington

Email address of staff member completing this form

Note: A copy of the completed sample form will be sent to this address.

Local ID:

(Formatted like IU-01-001)

IU Kit Number:

(6 digit number on BioSEND labels)

Sex (used for DNA quality control)

- ☐ Female
- ☐ Male
- ☐ Other - provide details

Other - provide details

Sample Collection and Processing Form

Submission of the Shipping Manifest portion of the form serves as shipment notification to BioSEND

- Must be completed prior to shipment
- If samples are shipped and not received, BioSEND will follow-up with courier. It is recommended that sites also track shipment to ensure safe delivery

Shipping Frozen Samples: Tips

Packing and Shipping Frozen Samples

- Serum, plasma, buffy coats, CSF and whole blood all ship frozen
- Ship frozen samples on dry ice
- Frozen samples should be shipped **only** Monday through Wednesday
- Always fill carton to **top** with dry ice
- Do not pack shipment until the day of pickup



Shipping Samples

Packing and Shipping Frozen Samples

Class 9 Dry Ice Label should not be covered with other stickers and must be completed, or UPS will reject/return your package!

Shipper's Declaration not Required.

Dry Ice amount must be in kilograms.

Note: 2 lbs. = 1 kg.

Airwaybills / airbills must have the following:
1. Dry Ice; 9; UN 1845
2. $\frac{\text{Number}}{\text{(Number pks)}} \times \frac{\text{wt}}{\text{(wt)}} \text{ Kg}$

Net weight of dry ice in kg

Dry Ice kg.

Your name & address

Shipper's Name and Address

UN 1845

Consignee Name and Address

IU information and address

9

06426 1/01 RRD


Shipping Samples: Frozen

Do not ship more than 4 biohazard bags in a single shipper (equivalent to two subject-visits).

- Allows room for dry ice to keep samples frozen in transit
- Minimizes loss in the rare but unfortunate event of courier issues



Shipping Samples – UPS: <https://kits.iu.edu/UPS>



INDIANA UNIVERSITY
SCHOOL OF MEDICINE

and Affiliated Biorepositories

Search for address

Code

Company

Contact

Address 1

Address 2

Address 3

City

State/Province

Postal Code

Country/Territory

Ship From

Clear

Icahn School of Medicine - Mt. Sinai

Kenny Persaud

1425 Madison (Icahn Building)

Icahn L4 39

New York

NY

10029

United States

Shipment Information

Study Group

Weight

Dry Ice Weight

Description of Return

Pickup Request

SSBC

20LB

10LB

Biologic Specimens

Choose Study

Enter weight

Click "Ship"

Schedule Pickup

Reset

Ship

Shipping Samples via UPS

IU UPS ShipExec Shipping Portal

- Print out UPS air waybill
- Ensure all elements (barcode, return address, etc.) printed clearly
- Fold and insert UPS air waybill into clear plastic sleeve on package

JOHN SMITH INDIANA UNIVERSITY 410 WEST 10TH STREET INDIANAPOLIS IN 46202	2 LBS	1 OF 1
RS		
SHIP TO: SCHOOL OF MEDICINE 317-278-2694 INDIANA UNIVERSITY TK 217 351 W 10TH ST INDIANAPOLIS IN 46202		
	IN 461 9-01	
		
UPS NEXT DAY AIR		1
TRACKING #: 1Z 976 R8W 84 3985 8595		
 SAMPLE		
BILLING: P/P DESC: Biological Specimens RETURN SERVICE		
Reference No.1: 4087277		
XOL 20.03.09 NV45 83.0A 12/2019		 TM

Shipping Samples: 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
June 19	Juneteenth (observed)
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

Please also consider weather when shipping. UPS will post service updates on their webpage. Reach out to BioSEND if you are unsure if it is safe to ship.

Non-Conformance

Non-conformance to standard procedures may reduce the utility of the biospecimens:

- Not processing serum/plasma within 2 hours of collection allows for breakdown of certain proteins and small molecules
- Over/under centrifuging changes plasma, serum, CSF composition



Non-Conformance Reporting con't

Most common non-conformance issues:

- Shipment notification not sent
- Samples shipped for weekend/holiday delivery
- Sample form incomplete/inaccurate
- Low volume
- Unlabeled or mislabeled tube(s)
- Sample hemolysis



Non-Conformance and Inventory Reporting

Most common non-conformance issues:

- BioSEND will notify sites directly of any issues upon receipt
- BioSEND will email sites a monthly inventory report of all samples received from that site to date
- ***If you are experiencing issues, please reach out to us for help! It is much easier to prevent an issue before sample collection & shipment than trying to fix it after the fact***

BioSEND.org

On the website, you can:

- Access your study's kit request module and sample submission form
- Download the most recent version of the Manual of Procedures
- View a recording of this training
- Find information about holiday closures
- Access shipping resources

Study Resources

KIT REQUEST MODULE

Please follow the below link to access the Kit Request Module. This link will direct you to a REDCap database where study coordinators and staff may request kits, individual supplies, and/or labels. Please allow a total of two weeks for kit requests to be fulfilled.

[Kit Request System →](#)

SPECIMEN COLLECTION AND PROCESSING FORM

Please use the below link to access the collection and processing form for this protocol. This form must be completed prior to shipment. We also ask that all shipments include a physical copy of the shipping manifest portion of the form.

[Specimen Collection and Processing Form →](#)

MANUAL OF PROCEDURES

The below downloadable manual was created specifically for the DxCTEII study. Please feel free to explore the manual through the hyperlinked 'Table of Contents'. Questions concerning any part of the manual may be directed to biosend@iu.edu for further clarification.

[Manual of Procedures ↓](#)

TRAINING SLIDES

These slides correspond to the BioSEND DxCTEII protocol training. Training is available upon request by contacting biosend@iu.edu.

[Training Slides ↓](#)

SAMPLE SHIPPING

BioSEND can receive samples Monday-Friday, excluding holidays. Frozen samples should be shipped M-W. Ambient samples may be shipped on Th.

[Generate UPS airbill or schedule pickup →](#)
[Check holiday closures →](#)
[What do I do for Friday blood draws →](#)

Contacts

Indiana University

General Questions/Shipment Notifications:

biosend@iu.edu

317-278-6158

Request kits:

<http://kits.iu.edu/biosend/crc-sca>