



*NINDS Udall Centers of Excellence for
Parkinson's Disease Research:
University of Michigan*

BIOSPECIMEN COLLECTION & PROCESSING

Overview

1. Specimen uniformity and quality
2. Site Equipment
3. Procedures
 - Kit Ordering
 - Sample Labels
 - Sample Collection and Processing
 - Shipping Closures
4. Contact Information

Specimen Uniformity and Quality

GENERAL REMINDERS

Specimen Uniformity and Quality

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

- Standardization of processing across sites is key
- Reference the *BioSEND 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 Equipment

Sites will need to supply the following items:

- Gloves
- Alcohol wipes
- Butterfly needles
- Tourniquet
- Gauze pads
- Bandages
- Tube rack
- Sharps bin and lid

Biospecimen Collection Protocol

	BL
DNA (2 x 6ml)	X

Kit Ordering – Biosend.org

NINDS
BioSEND


Accessing
Biospecimens


Banking
Samples

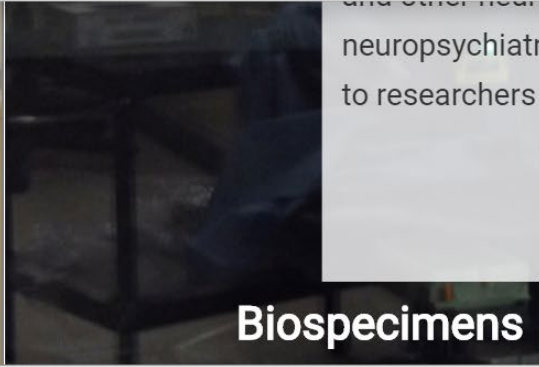
Active Studies

About
BioSEND

AJPD Study Resources	MBPS Study Resources	SPARX3 Study Resources
CHANGE-HD Study Resources	PBS Study Resources	Udall Study Resources
DLB Study Resources	PHD3 Study Resources	Holiday Closures
DVRP Study Resources	PSP Study Resources	Shipping Information
EpiBioS4Rx Study Resources	SBPD Study Resources	Sample Shipment Form
LBD Study Resources	CRC-SCA Study Resources	
LETBI Study Resources	READISCA Study Resources	

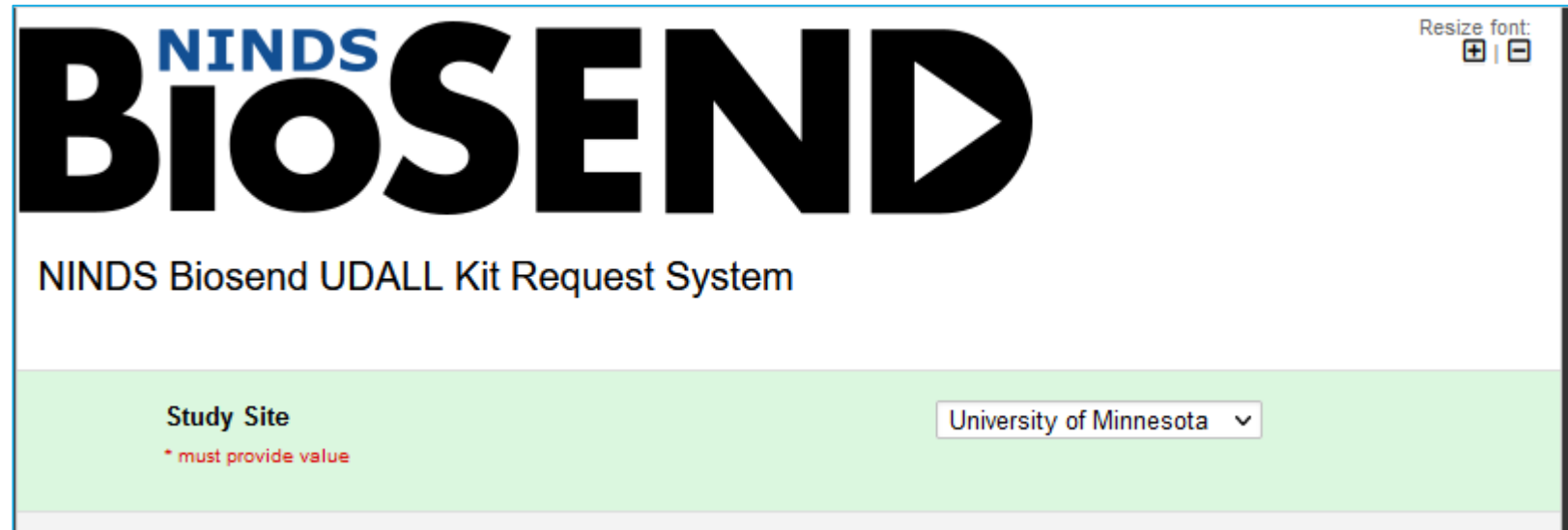
**About BioSEND**

**Banking Samples**

**Biospecimens**

BioSEND Kit Request Module

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



The screenshot shows the NINDS BioSEND UDALL Kit Request System interface. At the top, the logo "NINDS BioSEND" is displayed in large, bold, black letters, with "NINDS" in blue. Below the logo, the text "NINDS Biosend UDALL Kit Request System" is visible. In the top right corner, there is a "Resize font:" option with plus and minus icons. The main form area has a light green background. It contains a label "Study Site" and a red asterisk with the text "must provide value". To the right of the label is a drop-down menu showing "University of Minnesota" with a downward arrow.

Confirm Shipping Info

Confirm site information:

- Study site
- Shipping address
- Contact name
- Email
- Phone Number

Indiana University

Carolyn Dunifon
Indiana University School of Medicine
351 West 10th Street
TK-217
Indianapolis, IN 46202
(317) 274-5751
biosend@iu.edu

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

Update Information

Provide corrected/updated information, as 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>	<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> Expand	
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"/>	

Baseline Kits

- BioSEND creates ST numbers for baseline kits
- ST#s serve as the biorepository subject identifier
- Enter kit quantity

Kit Type **Please allow two weeks for shipment** <small>* must provide value</small>	<input checked="" type="checkbox"/> Baseline Visit 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" value="2"/> <small>If you need more than 10 kits or labels, please use the file upload option or submit multiple requests.</small>

Extra Supplies

Allows you to choose specific supplies and particular quantities

Kit Type **Please allow two weeks for shipment** <small>* must provide value</small>		<input type="checkbox"/> Baseline or Annual Visit Kit <input type="checkbox"/> 6-Month Visit 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
Lumbar Puncture Trays with Lidocaine	<input type="radio"/> 2 <input type="radio"/> 4	reset
Needles - Introducer	<input type="radio"/> 5	reset

Submit Request

- 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

NINDS BioSEND
Ninds Biosend LDB Kit Request System

Study Site: Scherzer, Clemens
* must provide value

Harvard Medical School - Scherzer, Clemens
Kara Page
65 Landsdowne St
Rm #327
Cambridge, MA 02139
(617) 768-8677
kjpage@partners.org
ksburke@partners.org

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 or Annual Visit Kit
☐ 6-Month Visit Kit
☐ Supplemental Kit
☐ Extra Supplies

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

Comments

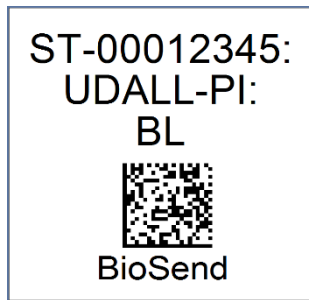
[Expand](#)

Submit

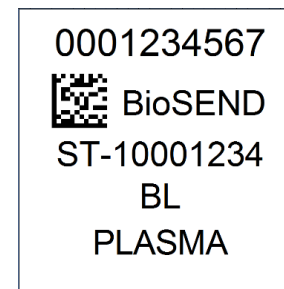
Sample Labeling

Labels are provided by Indiana University

- Please check that all samples are properly labeled with correct specimen type and visit



Case Labels



Specimen Labels

Case Label

ST-00012345:

UDALL-PI:

BL



BioSend



Subject Number



Study – PI & Visit

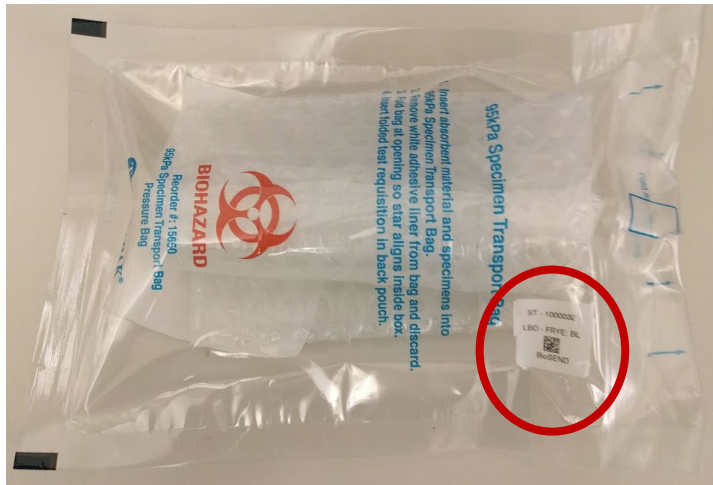


Biorepository Name

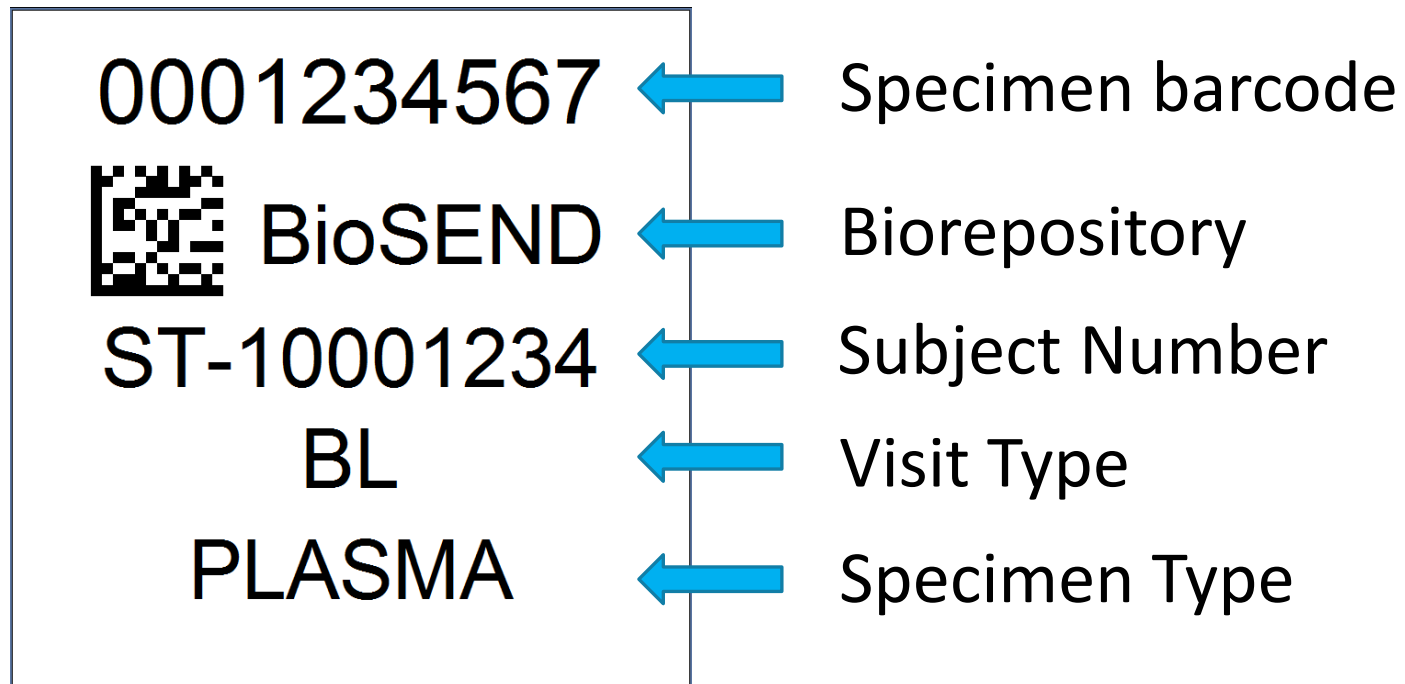
Case Labels

Case labels are placed:

- On the plastic biohazard bags
- On the lid of frozen shippers



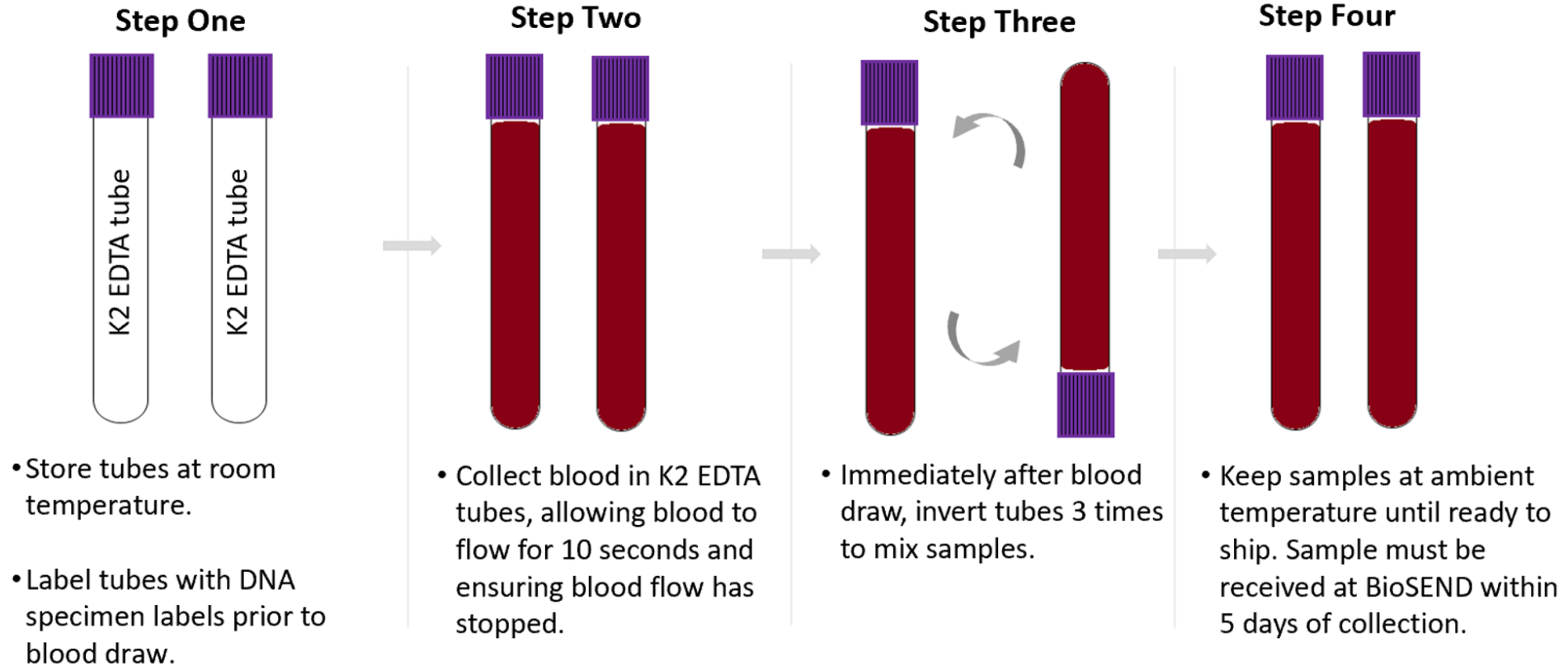
Specimen Label



Sample Collection and Processing



Sample Collection and Processing: DNA



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 collection tubes from supplemental kit nearby during blood draw to replace “bad” tubes. These can also be requested through the Kit Request Module.

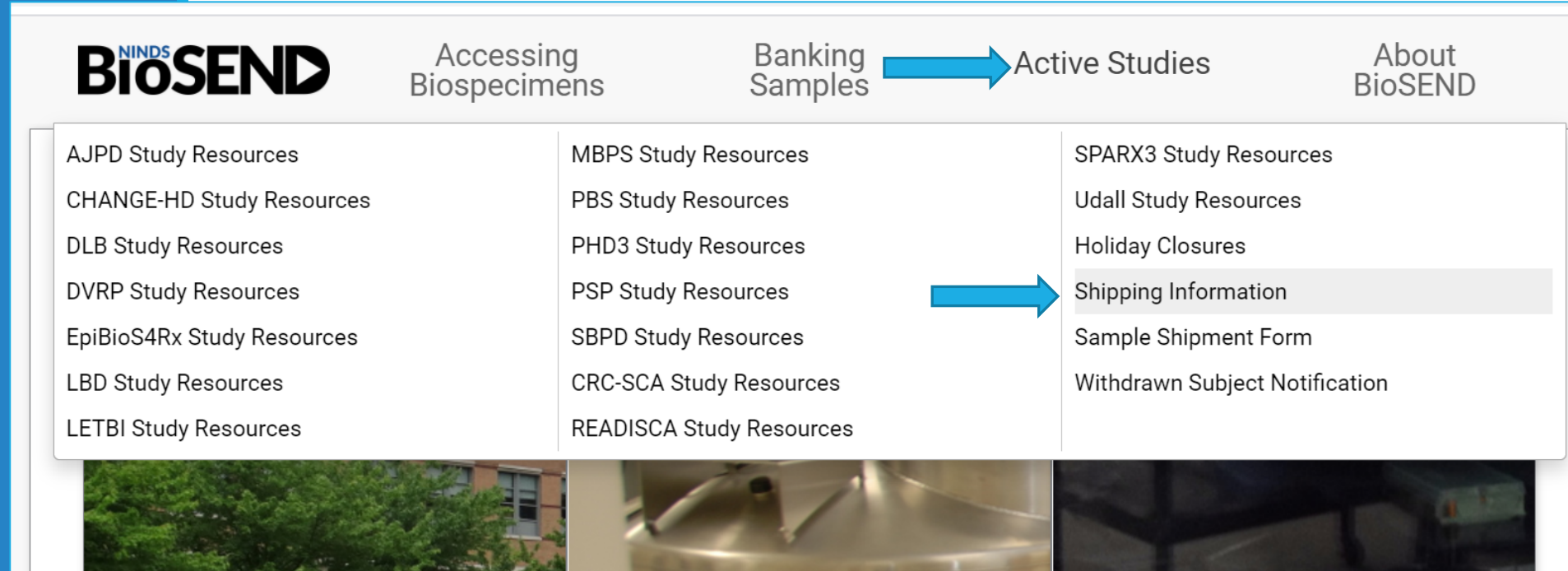
If frequent occurrence, report tube type and lot numbers to Indiana University

Shipping Samples: Ambient

- Ambient samples should be shipped Monday-Thursday only
- If collected on a Friday, hold sample at room temperature and ship to BioSEND the following Monday
- Sample(s) must be received at BioSEND within 5 days of collection

Shipping Samples

UPS resources available on BioSEND website

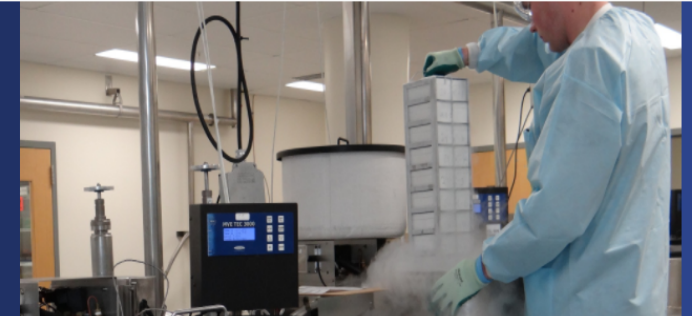


The screenshot shows the BioSEND website's navigation menu. The 'Active Studies' link is highlighted with a blue arrow. Below it, a dropdown menu is open, and the 'Shipping Information' link is highlighted with a blue arrow. The dropdown menu contains the following links:

- AJPD Study Resources
- CHANGE-HD Study Resources
- DLB Study Resources
- DVRP Study Resources
- EpiBioS4Rx Study Resources
- LBD Study Resources
- LETBI Study Resources
- MBPS Study Resources
- PBS Study Resources
- PHD3 Study Resources
- PSP Study Resources
- SBPD Study Resources
- CRC-SCA Study Resources
- READISCA Study Resources
- SPARX3 Study Resources
- Udall Study Resources
- Holiday Closures
- Shipping Information
- Sample Shipment Form
- Withdrawn Subject Notification

Below the navigation menu, there are three small images: a green tree, a close-up of a metal surface, and a dark, blurry image.

Shipping Information



Shipping Samples

Links on this page to generate airwaybills, schedule pickups, request account, and view a guide for using the UPS ShipExec Thin Client system.

Shipping Address

BioSEND
Indiana University School of Medicine
351 West 10th Street
TK-217
Indianapolis, IN 46202

UPS Shipping Resources

To generate air waybills and schedule UPS pickups for shipments to BioSEND, please visit the UPS ShipExec™ Thin Client [website](#).

For instructions on how to use the UPS ShipExec™ Thin Client website, please refer to the [BioSEND UPS ShipExec™ Thin Client Guide](#)

To request a new user account for UPS ShipExec™ Thin Client or to request an update to your site's address in the system, please [use this form](#) to submit your request.

Additional Resources

[Sample Submission Form](#)
[UPS ShipExec™ Guide](#)

Contact Us


biosend@iu.edu
317-278-0594

Shipping Samples


Please notify BioSEND ahead of shipment

- Email biosend@iu.edu with copy of Sample Form and tracking number
- OR use Online Sample form on biosend.org

Shipping Samples: Sample Form

[Accessing Biospecimens](#)[Banking Samples](#)[Active Studies](#)[About BioSEND](#)

Morris K. Udall Centers of Excellence for Parkinson's Disease Research Active Study Page



Welcome Udall Study staff, coordinators, and PI's. This section encompasses study specific tools and resources for your reference. If you have any questions, comments, or new ideas please contact biosend@iu.edu or by phone directly at (317)278-0594.

Study Resources

- [Kit Request Module](#)
- [Study Specific Sample Notification Forms](#)
- [Udall Manual of Procedures](#)

Downloads


- [Sample Shipment Form \(pdf\)](#)
- [Rochester Manual](#)
- [UAB Manual](#)
- [Rochester Training Slides](#)
- [UAB Training Slides](#)

Additional Resources

- [Online Sample Form](#)

Shipping Samples: Sample Form

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

Coordinator

Telephone

Email

Subject Information

Study

Clinical ID

GUID

Subject ID (ST# from labels)

Gender

Visit Type

Sample Information

Date Sample(s) Shipped

FedEx Tracking Number

Draw Date	Specimen Type	# of Tubes Sent	Notation of Problems
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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. Please reach out to BioSEND if you are unsure if it is safe to ship.

Non-Conformance Reporting

Most common non-conformance issues:

- Samples shipped for weekend/holiday delivery
- Sample form incomplete/inaccurate
- Unlabeled or mislabeled tube(s)



Contacts

Indiana University

General Questions/Shipment Notifications:

biosend@iu.edu

Biorepository Project Manager:

Claire Wegel

cwegel@iu.edu

Tel: 317.278.6158

Biorepository Clinical Research Coordinator:

Carolyn Dunifon

cdunifon@iu.edu

Tel: 317.274.5751