



PHANTOM FORM

Exp. 3/31/2014

OMB#: 0925-0281

PHANTOM ID
NUMBER:

--	--	--	--	--	--	--	--

FORM CODE:

P	H	T
---	---	---

DATE: 04/04/2012

Version 1.0

Instructions: This form should be completed during participants' visit. Enter the matching PARTICIPANT ID for the corresponding QC blood sample or urine specimen.

1. Date phantom ID assigned: //
M M D D Y Y Y Y

2. Staff ID assigning phantom ID:

PROCEDURE	MATCHING PARTICIPANT ID	DATE COLLECTED (MM / DD / YYYY)	TECHNICIAN ID
<u>Blood Samples</u>			
3. Tube 1, 2 Two 9 mL red-stoppered (serum)			
4. Tube 3, 4, 7, 11: <ul style="list-style-type: none"> • 4 mL blue/black-stoppered (CPT) • 9 mL lavender-stoppered (untreated EDTA) • 4ml lavender-stoppered (untreated EDTA) • 2.5 mL red-stoppered Paxgene 			
5. Tube 6: <ul style="list-style-type: none"> • 9 mL lavender-stoppered (treated EDTA) 			
6. Tube 8, 9: <ul style="list-style-type: none"> • Two 4.5 mL blue-stoppered (Citrate) 			
7. Tube 10: <ul style="list-style-type: none"> • 4 mL lavender-stoppered (EDTA) 			
<u>Urine Specimen</u>			
8. 30 cc Urine			



INSTRUCTIONS FOR THE PHANTOM (PHT) FORM

Version 1

I. General Instructions

The Phantom Form is used to match the phantom ID to the original ARIC participant ID who is providing a replicate specimen **within** the same visit. This form is entered on paper first as it might take a few days to collect all of the replicate specimens that are assigned to a single phantom ID. After the form is complete, enter the data into the data entry system using the phantom ID, and file the original paper form.

Repeat samples are collected for most, but not all, blood specimens. Repeat blood samples consist of a single tube being drawn per participant for tube #'s 6 and 10. Tubes 3, 4, 7, and 11 are grouped together and collected from a single participant. Tubes 1 and 2 are grouped together and collected from a single participant. Tubes 8 and 9 are grouped together and collected from a single participant. Repeat samples are also collected for urine. Every participant who undergoes a clinic examination in the first year, June 2011 –May 2012 contributes a second specimen. Starting in June 2012, one participant per day contributes a second specimen. Depending on the yield of QC specimens these dates may be adjusted to meet the goal of 5% QC repeats for each specimen. The replicate blood samples do not need to be collected in sequential order; however, a full set of replicate tubes for a given phantom ID should be completed before beginning the next phantom ID. The replicate urine sample is to be collected from a participant who has also contributed a second blood sample.

II. Detailed Instructions For Each Item

- 1) Place the phantom ID label in the header portion of the form.
- 2) The technician who first completes the Phantom Form fills in the date the QC phantom ID was assigned and their code number in Item 1 and 2, respectively.

For blood specimens, the technician drawing the blood is the technician ID recorded in the Phantom Form.

Ten replicate blood samples and one replicate urine sample are assigned to a single phantom ID. The replicate samples for an assigned phantom ID will come from multiple ARIC participants.

III. How to Enter the Phantom ID in the Data Management system (DMS)

- 1) On the left side of the screen, select Data **Capture -> Subjects**.
- 2) At the top of the Subject Administration screen, click **Add Subject**.
- 3) Enter the Subject (Phantom) ID.
- 4) Click **Finish & Add Another** to enter more new Phantom IDs.

- 5) Click **Save** if done entering new subjects (Phantom IDs)
- 6) Do **NOT** use the browser's back button.
- 7) After adding the Phantom ID, go back to the menu on the left side of the screen and select **Data Capture -> Form Entry**.
- 8) Search for the phantom ID under the column labeled "Subject ID", click on it. The form grid will appear.
- 9) In the first row labeled "Administrative", click on the green arrow under the column "Form Name", select (PHT) Phantom Form and proceed to enter data.

NOTE: Phantom ID numbers are confidential. The central agencies (laboratories or reading centers) should NEVER be informed whether an ID is for a real participant ID or a phantom ID or a repeat visit ID.