



PHANTOM FORM

ID NUMBER:

FORM CODE:

DATE: 04/01/2016
Version 2.0

ADMINISTRATIVE INFORMATION

0a. Completion Date: //

0b. Staff ID:

Instructions: This form should be completed during participants' visit. Enter the PHANTOM ID for the corresponding QC blood sample or urine specimen. Only one box below will be collected for each phantom ID.

PROCEDURE	PHANTOM ID	DATE COLLECTED (MM / DD / YYYY)	TECHNICIAN ID
<u>Blood and Urine Samples</u>			
1. Tube 1 and 10 cc Urine • 10 mL red-stoppered (serum)			
2. Tube 2 • 10 mL red-stoppered (serum)			
3. Tubes 3 and 8 • 10 ml lavender-stoppered (untreated EDTA) • 2.5 mL red-stoppered Paxgene			
4. Tube 4 • 10 ml lavender-stoppered (untreated EDTA)			
5. Tube 5 • 10 ml lavender-stoppered (BHT-treated EDTA)			
6. Tube 6 • 10 mL lavender-stoppered (untreated EDTA)			
7. Tube 7 • 10 ml lavender-stoppered (untreated EDTA)			



INSTRUCTIONS FOR THE PHANTOM (PHT) FORM

8/23/2016

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. After the form is complete, enter the data into the data entry system using the ARIC ID, and file the original paper form.

Repeat samples are collected for all blood specimens as well as urine. Repeat blood samples consist of extra tubes being drawn per participant. A phantom ID will be assigned to every extra tube collected with the exception of Tubes 3 and 8 which are grouped together and collected from a single participant and will be assigned the same phantom ID. The Urine will be collected along with Tube 1 from a single participant and will be assigned the same phantom ID. We will be collecting a total of 5% QC repeats for each specimen tube. To determine if the participant has been randomly selected to donate an additional Phantom tube look at the Participant Snapshot Report in the General Appointment Information section. This information can also be found in the participants BIO form, item 0c which is system generated in CDART.

To track the phantom and matching ARIC ID's as specimens are collected place the ARIC ID and the Phantom ID on the Phantom Tracking Sheet (see below). Collect the phantom tubes in the order they are listed on the Phantom Tracking Sheet. Once all 8 additional tubes and the additional urine have been collected file the completed Phantom Tracking sheet in a confidential location and start a new tracking sheet.

For QC's all of the plasma aliquots be 1.0 mL. If it is not possible to obtain 1.0 mL then collect 0.5 mL

NOTE: Phantom ID numbers are confidential. Do not send a copy of the PHT or the Phantom Tracking sheet to the laboratories.

II. Detailed Instructions for each item

Place the ARIC ID label for the participant who is providing the repeat sample, in the header portion of the form.

- 0a. Enter the date paper form completed or if no paper form completed enter the date information is entered into CDART.
- 0b. Enter the technician code of the person drawing the samples.
- 1.

2.

3.

4. If tube 1 and the urine sample are collected from the ARIC participant insert the Phantom ID in this item and enter the date samples collected. Enter the technician ID for the technician processing the samples, then skip to the end of the form.

If you are able to obtain tube 1 but are unable to obtain the urine sample, make a note of this in a notelog. If you are unable to draw 10 mL of serum or 10 cc urine make a note of the amount that you were able to obtain in a notelog.

Using tube 1, make the following aliquots for this QC: SR1, SR2, SR3, SR4. Using the Urine collection make the following aliquots, UR1, UR2, UR3, UR4, UR5 and UR6 record in a notelog which aliquots you were able to create, if you are unable to make all of the aliquots.

The SR1-4 along with two urine aliquots will be shipped to the ACRL laboratory. The remaining 4 urine aliquots will be shipped to the UMN laboratory.

5. If tube 2 is collected from the ARIC participant insert the Phantom ID in this item and enter the date collected. Enter the technician ID for the technician processing the samples, then skip to the end of the form.

If you are unable to draw 10 mL of serum make a note of the amount that you were able to obtain in a notelog.

Using tube 2, make the following aliquots for this QC: SR5-6. These two aliquots will be shipped to the UMN laboratory. Record in a notelog which aliquots you were able to create, if you are unable to make all of the aliquots.

6. If tubes 3 and 8 are collected from the ARIC participant insert the Phantom ID in this item and enter the date collected. Enter the technician ID for the technician processing the samples, then skip to the end of the form.

If you are unable to draw 10 mL of untreated EDTA or 2.5 mL red blood for the Paxgene tube make a note of the amount that you were able to obtain in a notelog.

Using tube 3, make the following aliquots for this QC: UT1-4 and one Buffy Coat (BT1).. These aliquots as well as the Paxgene tube will be shipped to the ACRL laboratory. Record in a notelog which aliquots you were able to create, if you are unable to make all of the aliquots.

7. If tube 4 is collected from the ARIC participant insert the Phantom ID in this item and enter the date collected. Enter the technician ID for the technician processing the samples, then skip to the end of the form.

If you are unable to draw 10 mL of untreated EDTA make a note of the amount that you were able to obtain in a notelog.

Using tube 4, make the following aliquots for this QC: UT50-10. These aliquots will be shipped to the ACRL laboratory. Record in a notelog which aliquots you were able to create, if you are unable to make all of the aliquots.

8. If tube 5 is collected from the ARIC participant insert the Phantom ID in this item and enter the date collected. Enter the technician ID for the technician processing the samples, then skip to the end of the form.

If you are unable to draw 10 mL of BHT-treated EDTA make a note of the amount that you were able to obtain in a notelog.

Using tube 5, make the following aliquots for this QC: T1-3. These aliquots will be shipped to the ACRL laboratory. Record in a notelog which aliquots you were able to create, if you are unable to make all of the aliquots.

9. If tube 6 is collected from the ARIC participant insert the Phantom ID in this item and enter the date collected. Enter the technician ID for the technician processing the samples, then skip to the end of the form.

If you are unable to draw 10 mL of untreated EDTA make a note of the amount that you were able to obtain in a notelog.

Using tube 6, make the following aliquots for this QC: UT11-15. These aliquots will be shipped to the ACRL laboratory. Record in a notelog which aliquots you were able to create, if you are unable to make all of the aliquots.

10. If tube 7 is collected from the ARIC participant insert the Phantom ID in this item and enter the date collected. Enter the technician ID for the technician processing the samples, then skip to the end of the form.

If you are unable to draw 10 mL of untreated EDTA make a note of the amount that you were able to obtain in a notelog.

Using tube 7, make the following aliquots for this QC: Hgb A1C and UT16-19. These aliquots will be shipped to the UMN laboratory. Record in a notelog which aliquots you were able to create, if you are unable to make all of the aliquots.

0a. Completion Date: / /

Instructions: This form should be completed during participants' visit. When entering into CDART enter each line in the PHT under the ARIC STUDY ID for the corresponding QC sample. Only one line below will be collected for each ARIC STUDY ID and every ARIC STUDY ID will have a unique PHANTOM ID.

PROCEDURE	ARIC STUDY ID	PHANTOM ID	DATE COLLECTED (MM / DD / YYYY)	TECHNICIAN ID	Data Entered in CDART in PHT
<u>Blood Samples</u>					
1. Tube 1 and 10 cc Urine • 10 mL red-stoppered (serum)					
2. Tube 2 • 10 mL red-stoppered (serum)					
3. Tubes 3 and 8 • 10 ml lavender-stoppered (untreated EDTA) • 2.5 mL red-stoppered Paxgene					
4. Tube 4 • 10 ml lavender-stoppered (untreated EDTA)					
5. Tube 5 • 10 ml lavender-stoppered (BHT-treated EDTA)					
6. Tube 6 • 10 mL lavender-stoppered (untreated EDTA)					
7. Tube 7 • 10 ml lavender-stoppered (untreated EDTA)					