



INSTRUCTIONS FOR EXACERBATION SUBSTUDY Spontaneous Sputum PEX ID FORM ESS, VERSION 1.0 (QxQ)

I. GENERAL INSTRUCTIONS

The Exacerbation Substudy Spontaneous Sputum Aliquot PEX ID Form is used to inform which spontaneous sputum aliquot sample by PEX ID is collected and stored. This information should be entered during the participant's Exacerbation Substudy clinic visit. This form will populate the Spontaneous Sputum Aliquot Shipping Manifest Report that is printed prior to 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 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.).

This form allows for 40 PEX IDs to be entered into form, the date that the particular box will be shipped, and the staff code of the person who will be preparing the box/boxes for shipment.

II. DETAILED INSTRUCTIONS

NOTE: The following steps assume that a Spontaneous Sputum aliquot has been collected.

Step 1: After processing the sputum sample and up to **two** spontaneous aliquots have been collected and processed for a participant, 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 ESS form under the "Exacerbation Lab Shipment" form group in the form grid.

Step 3: Use the QR scanner/Barcode scanner or manually enter the PEX ID of the participant whose Spontaneous Sputum aliquot was collected into the next available slot.

Also enter the number of aliquots that will be shipped for that participant into the corresponding "Number of Aliquots" column (1b-40b).

Step 4: Save and close the form after entering the PEX ID.

Step 5: Continue entering PEX IDs until all 40 available slots in the form have been filled OR until a scheduled Spontaneous Sputum Aliquot shipment is to be made.

Step 6: Once a shipping date of the given Spontaneous Sputum Aliquot box has been decided, enter that date into question 41 and the staff ID of the person who will be preparing the shipment into question 42. (The shipping date that is entered in question 41 will be the shipping date that will be used to create the Shipping Manifest for the Spontaneous Sputum Aliquot box.)

Step 7: Save and close the form.

Step 8: After a Spontaneous Sputum Aliquot box has been shipped, create a new occurrence of the ESS form to enter PEX IDs for the next Spontaneous Sputum Aliquot box to be filled and repeat steps 1-6 (See Section 3.6 of the MOP for instructions on creating a new occurrence of a form).