

## BIOSPECIMEN LABEL ID FORM, LAB QUESTION BY QUESTION (QxQ), VERSION 1.0

### I. GENERAL INSTRUCTIONS

The Biospecimen Label ID Form (LAB) is filled out by the study staff at the visit in order to link the Participant ID to their specific Biospecimen Label ID.

Please answer every question on this form. *NOTE: All response options in the paper form may not appear in CDART (e.g., 'Don't know', 'Declines to answer', etc.).* Beside each item input is a small double bracket icon which looks like this: . Clicking this icon displays a field dialogue box in which the "Field Status" selection menu allows you to choose from the following options: 'Refused', 'No response', 'Doesn't know', 'Not applicable', 'Maximum value', 'Minimum value', and 'Missing'. **See MOP 6 – Section 3.2 for additional instructions on how to select a Field Status option.**

### II. INSTRUCTIONS FOR INDIVIDUAL ITEMS

**Header Information:** Consists of key fields which uniquely identify each subject and recorded occurrence of a form. For the "ID NUMBER", record the 3-character, 6-digit number assigned to the specific participant. For the "Event", record if this is happening at Baseline or another event.

- Item 0a.** Record the date the data was entered in CDART in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 0b.** Record the SOURCE staff code of the person who collected or abstracted the data. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SOURCE data, please contact the GIC in order to receive your own individual staff code.
- Item 1.** Scan the lab sample barcode label or record the Biospecimen Label ID in the space provided. If manually entering the Biospecimen Label ID, capitalize all characters. *NOTE: The Biospecimen Label ID should MATCH the Subject ID (i.e., the 3-character, 6-digit number assigned to the specific participant) in CDART.*

Select **Save and Close** at the bottom of the page/screen.