

Screening Phlebotomy Form: Collection Instructions
SPC Version C, 12/12/2003
QxQ Date: 12/29/2003

I. GENERAL INSTRUCTIONS

The Screening Phlebotomy Form: Collection (SPC) is completed only at the screening visit and is used to record specific data from the specimen collection. Phlebotomists must be certified, familiar with and understand the Manual of Procedures (MOP), chapter 6 “Specimen Collection and Processing” and chapter 14 “Administrative Procedures” prior to completing this form. The header information ID, contact occasion, sequence number, name and initials are completed as described in that document.

II. SPECIFIC INSTRUCTIONS

Apply pre-printed specimen ID labels to the vacutainer tubes and aliquot vials. If a label is missing or unusable, prepare a hand-printed label using a fine-point cryomarker, writing on the “white area” of a blank FAVORIT specimen label. Record ID, Contact Occasion and tube type on the label. Verify that the correct ID is being used for the participant whose specimen is being drawn.

1. Record the participant’s date of birth, using the US order (month/day/year). Code in numbers using leading zeros where necessary to fill all fields. (ex: **03/01/1952**, must be entered for March, 1, 1952)
2. Record the sex of the participant by selecting “M” for male and “F” for female.
3. Obtain and record participant’s weight with street clothes (shoes removed). Record results in pounds (round to nearest whole pound).
4. For racial background, code Y or N to each race group listed. Multiple Yes’s should be coded for mixed background.
5. For ethnic identification, code either H (Hispanic or Latino) or N (neither).
6. Indicate if the donor was a living related donor (record “L”), living unrelated donor (record “U”) or a cadaver donor (record “C”).
7. Record the date that the current kidney graft was performed, using the US order (month/day/year). Code in numbers using leading zeroes where necessary.
8. Record whether the participant has ever received a pancreas transplant, either Yes or No. If no, skip to item 10.
9. Record the date the participant received the pancreas transplant, using the US order (month/day/year). Code in numbers using leading zeroes where necessary.

10. Record the date blood was drawn, using the US order (month/day/year). Code in numbers using leading zeroes where necessary.
11. Time of Blood Draw
 - a. Record the time of venipuncture on the form. This is the time when the vein is punctured. Record the time using 12-hour (i.e., AM/PM), hour:minute format. Fill in the fields using leading zeroes where necessary. (Ex: 08:08)
 - b. Record AM or PM.
12. Ask the participant when was the last ingestion of anything other than water or medication.
 - a. Record date of last ingestion, using the US order (month/day/year). Code in numbers using leading zeroes where necessary.
 - b. Record time of last ingestion, using hour: minute format. Fill in the fields using leading zeroes where necessary.
 - c. Record AM or PM.
13. Specimen collection: One 5 mL lavender top tube, EDTA additive (LT), and one 5 mL marble top tube (MT) will be obtained from the participant. It is important that the lavender top tube be drawn **before** the marble top tube. Immediately after sample collection, invert the lavender top 5-10 times, cover in foil and place on wet ice until sample is centrifuged. Allow the 5 mL Marble Top tube (MT) to clot (20 minutes) at room temperature prior to centrifuging. Refer to the MOP Chapter 6: Specimen Collection & Processing for further details.
 - a. Record or circle “Y” indicating Yes if specimen was collected in the lavender top tube and “N” indicating No the specimen was not collected in the lavender tube.
 - b. Record or circle “Y” indicating Yes if specimen was collected in the marble top tube and “N” indicating No the specimen was not collected in the marble tube.
14. Record Phlebotomist’s three initials. If s/he only has two initials, then record the 1st name initial in the first box, the last name initial in the 2nd box and leave the third box blank.

Screening Phlebotomy Form: Collection Instructions
SPC Version B, 04/11/2003
QxQ Date: 06/04/2003

I. GENERAL INSTRUCTIONS

The Screening Phlebotomy Form: Collection (SPC) is completed only at the screening visit and is used to record specific data from the specimen collection. Phlebotomists must be certified, familiar with and understand the Manual of Procedures (MOP), chapter 6 “Specimen Collection and Processing” and chapter 14 “Administrative Procedures” prior to completing this form. The header information ID, contact occasion, sequence number, name and initials are completed as described in that document.

II. SPECIFIC INSTRUCTIONS

Apply pre-printed specimen ID labels to the vacutainer tubes and aliquot vials. If a label is missing or unusable, prepare a hand-printed label using a fine-point cryomarker, writing on the “white area” of a blank FAVORIT specimen label. Record ID, Contact Occasion and tube type on the label. Verify that the correct ID is being used for the participant whose specimen is being drawn.

1. Record the participant’s date of birth, using the US order (month/day/year). Code in numbers using leading zeros where necessary to fill all fields. (ex: **03/01/1952**, must be entered for March, 1, 1952)
2. Record the sex of the participant by selecting “M” for male and “F” for female.
3. Obtain and record participant’s weight with street clothes (shoes removed). Record results in pounds (round to nearest whole pound).
4. For racial background, code Y or N to each race group listed. Multiple Yes’s should be coded for mixed background.
5. For ethnic identification, code either H (Hispanic or Latino) or N (neither).
6. Indicate if the donor was a living related donor (record “L”), living unrelated donor (record “U”) or a cadaver donor (record “C”).
7. Record the date blood was drawn, using the US order (month/day/year). Code in numbers using leading zeroes where necessary.
8. Time of Blood Draw
 - a. Record the time of venipuncture on the form. This is the time when the vein is punctured. Record the time using 12-hour (i.e., AM/PM), hour:minute format. Fill in the fields using leading zeroes where necessary. (Ex: **08:08**)

- b. Record AM or PM.
9. Ask the participant when was the last ingestion of anything other than water or medication.
- a. Record date of last ingestion, using the US order (month/day/year). Code in numbers using leading zeroes where necessary.
 - b. Record time of last ingestion, using hour: minute format. Fill in the fields using leading zeroes where necessary.
 - c. Record AM or PM.
10. Specimen collection: One 5 mL lavender top tube, EDTA additive (LT), and one 5 mL marble top tube (MT) will be obtained from the participant. It is important that the lavender top tube be drawn **before** the marble top tube. Immediately after sample collection, invert the lavender top 5-10 times, cover in foil and place on wet ice until sample is centrifuged. Allow the 5 mL Marble Top tube (MT) to clot (20 minutes) at room temperature prior to centrifuging. Refer to the MOP Chapter 6: Specimen Collection & Processing for further details.
- a. Record or circle “Y” indicating Yes if specimen was collected in the lavender top tube and “N” indicating No the specimen was not collected in the lavender tube.
 - b. Record or circle “Y” indicating Yes if specimen was collected in the marble top tube and “N” indicating No the specimen was not collected in the marble tube.
11. Record Phlebotomist’s three initials. If s/he only has two initials, then record the 1st name initial in the first box, the last name initial in the 2nd box and leave the third box blank.

Screening Phlebotomy Form: Collection Instructions
SPC Version A, 12/20/2001
QxQ Date: 06/10/2002

I. GENERAL INSTRUCTIONS

The Screening Phlebotomy Form: Collection (SPC) is completed only at the screening visit and is used to record specific data from the specimen collection. Phlebotomists must be certified, familiar with and understand the Manual of Procedures (MOP), chapter 6 “Specimen Collection and Processing” and chapter 14 “Administrative Procedures” prior to completing this form. The header information ID, contact occasion, sequence number, name and initials are completed as described in that document.

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1. Record the participant’s date of birth, using the US order (month/day/year). Code in numbers using leading zeros where necessary to fill all fields. (ex: **03/01/1952**, must be entered for March, 1, 1952)
2. Record the sex of the participant by selecting “M” for male and “F” for female.
3. Obtain and record participant’s weight with street clothes (shoes removed). Record results in pounds (round to nearest whole pound).
4. Record the date blood was drawn, using the US order (month/day/year). Code in numbers using leading zeroes where necessary.
5. Time of Blood Draw
 - a. Record the time of venipuncture on the form. This is the time when the vein is punctured. Record the time using 12-hour (i.e., AM/PM), hour:minute format. Fill in the fields using leading zeroes where necessary. (Ex: **08:08**)
 - b. Record AM or PM.
6. Ask the participant when was the last ingestion of anything other than water or medication.
 - a. Record date of last ingestion, using the US order (month/day/year). Code in numbers using leading zeroes where necessary.

- b. Record time of last ingestion, using hour: minute format. Fill in the fields using leading zeroes where necessary.
 - c. Record AM or PM.
- 7. Specimen collection: One 5 mL lavender top tube, EDTA additive (LT), and one 5 mL marble top tube (MT) will be obtained from the participant. It is important that the lavender top tube be drawn **before** the marble top tube. Immediately after sample collection, invert the lavender top 5-10 times, cover in foil and place on wet ice until sample is centrifuged. Allow the 5 mL Marble Top tube (MT) to clot (20 minutes) at room temperature prior to centrifuging. Refer to the MOP Chapter 6: Specimen Collection & Processing for further details.
 - a. Record or circle “Y” indicating Yes if specimen was collected in the lavender top tube and “N” indicating No the specimen was not collected in the lavender tube.
 - b. Record or circle “Y” indicating Yes if specimen was collected in the marble top tube and “N” indicating No the specimen was not collected in the marble tube.
- 8. Record Phlebotomist’s three initials. If s/he only has two initials, then record the 1st name initial in the first box, the last name initial in the 2nd box and leave the third box blank.