



INSTRUCTIONS FOR PHANTOM FORM (PHA)

I. General Instructions

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The Phantom Form is used to match the phantom biospecimen ID to the original ACHIEVE de novo participant ID who is providing a replicate specimen **within** the same visit. The Phantom form is entered in CDART under the ACHIEVE participant ID (IDs start with F8/J8/M8/W8); the linked Phantom Biospecimen ID is scanned into field 1. This form should be completed for de novo participants who are randomly selected for a QC blood draw (~5% of the de novo participants). This selection is indicated in item 0c of the BIA form. After the paper form is complete, enter the data into the data entry system, and file the original paper form.

When a de novo participant is selected for repeat blood collection, take an ACHIEVE de novo Biospecimen ID from the end of the package of Biospecimen IDs. This will be the 'phantom ID'.

II. Detailed instructions for each item

Enter the original ACHIEVE participant ID in the administrative information ID number field.

- 0a. Enter the date the biospecimen QC sample was collected.
- 0b. Enter the technician code of the phlebotomist.
- 1. Each site received a shipment of ACHIEVE biospecimen ID labels. Those labels have IDs that start with "FD1" for Forsyth, "JD2" for Jackson, "MD3" for Minnesota, and "WD4" for Washington County. There are 200 unique IDs for each field center. Start from the 'bottom' or 'end' of the list of IDs to select a Phantom Biospecimen ID. Place the paper barcoded biospecimen ID label on the paper form and scan the ID into CDART, under the corresponding ACHIEVE de novo participant ID. For ID entry into a field in CDART, always try to scan the labels as opposed to typing in the ID to prevent data entry error. Make sure you use the same phantom ID to label the aliquots of this replicate biospecimen.