Appendix B: PBN Sample Collection and Processing Recording Form

This template is intended for your convenience, only. This information must be submitted to PBN via the REDCap Sample Collection and Processing Form at https://redcap.link/PBNSampleForm. If you have any questions about sample processing for this study, visit psychiatricbiomarkers.org or email pbn@iu.edu.

PBN Subject ID: _____

Kit Number (6-7 digits): _____

Visit: ☐ BL ☐ 12M ☐ 24M ☐ 36M ☐ 48M ☐ 60M

Participant Type: ☐ SCZ ☐ BD ☐ CHR ☐ Control

Sex (genetic sex, not gender): ☐ M ☐ F ☐ Other

Phlebotomy Details:

Date of Blood Draw: _____ [MM/DD/YYYY]

Time of Draw: _____ 24 HR clock

Fasting Status: _____

Blood Processing:

If processing was performed per SOP, checkbox may be used in place of text field, where provided.

10ml Serum (red-top) Tubes		**Standard Procedures (See PBN MOP for details)**
Total volume collected for serum (mL):		From one 10ml serum tubes; 10ml expected.
Time spin started (24 HR):		Tube should be incubated upright at room temperature for at least 30 (but <60) minutes prior to centrifugation.
Duration of centrifugation (min):		☐ **SOP – spin for 15 minutes**
Temperature of centrifuge (°C):		☐ **SOP – spin at 4°C**
Force of centrifugation (x g):		☐ **SOP – spin at 1500 x g**
Was Serum NMDA aliquots created?: *Use orange-capped cryovial*		One 1ml serum NMDA cryovial expected, *only if subject is SCZ, BD or CHR*
# of serum aliquots created: *Use red-capped cryovials*		Two-three 1.5ml serum cryovials expected. If low volume draw occurs, please generate as many 1.5ml aliquots as possible
Time aliquots frozen (24 HR):		Cryovials should be frozen upright within 2 hours of collection
Storage temperature (°C):		☐ **SOP – store at -80°C (±10°)** Samples *may* be stored at -20°C for 2-4 hours.

10ml NaHep (green-top) Tube		Standard Procedures (See PBN MOP for details)
Total volume collected for PBMCs (mL):		Tube collected at each visit. Tube should be shipped ambient on the day of collection

10ml EDTA (purple-top) tubes		Standard Procedures (See PBN MOP for details)
Total volume collected for plasma and buffy coat (mL):		From one 10ml EDTA tubes; 10ml expected
Time spin started (24 HR):		10ml EDTA tube should be spun within 30 minutes of collection
Duration of centrifugation (min):		☐ **SOP – spin for 15 minutes**
Temperature of centrifuge (°C):		☐ **SOP – spin at 4°C**
Force of centrifugation (x g):		☐ **SOP – spin at 1500 x g**
# of plasma aliquots created: *Use purple-capped cryovials*		From 10ml EDTA tube, three-four 1.5ml plasma cryovials expected. If low volume draw occurs, please generate as many 1.5ml aliquots as possible
# of buffy coat aliquots created: *Use clear-capped cryovials*		From 10ml EDTA tube, one buffy coat cryovial expected. Each 10ml EDTA tube will produce 1 buffy coat. Buffy coats are ~750ul
Time aliquots frozen (24 HR):		Cryovials should be frozen upright within 2 hours of collection
Storage temperature (°C):		☐ **SOP – store at -80°C (±10°)** Samples *may* be stored at -20°C for 2-4 hours.

2.5ml RNA PAXgene™ tubes		Standard Procedures (See PBN MOP for details)
Total volume collected for whole blood (mL):		From two 2.5ml RNA PAXgene™ tubes; 5ml expected
Number of tubes collected:		Two tubes expected
Time tubes frozen (24 HR):		Tubes should be frozen upright within 2 hours of collection
Storage temperature (°C):		☐ **SOP – store at -80°C (±10°)** Samples *may* be stored at -20°C for 2-4 hours.

Notes (including any deviations from protocol):

Lumbar Puncture Details:

Date of Blood Draw: [MM/DD/YYYY]

Time of Draw: 24 HR clock

Fasting Status:

Duration of LP: Minutes

CSF Processing:

If processing was performed per SOP, checkbox may be used in place of text field, where provided.

Processing Details		Standard Procedures (See PBN MOP for details)
Total volume collected for CSF (mL):		15ml expected
Time spin started (24 HR):		CSF should be spun within 30 minutes of collection
Duration of centrifugation (min):		☐ **SOP – spin for 10 minutes**
Temperature of centrifuge (°C):		☐ **SOP – spin at 4°C**
Force of centrifugation (x g):		☐ **SOP – spin at 300 x g**
Was a CSF NMDA aliquot created? *Use orange-capped cryovial*		One 1ml CSF NMDA cryovial expected for BL visit, *only if subject is SCZ, BD or CHR*
# of CSF aliquots created: *Use clear-capped cryovials*		Twenty 0.5ml serum cryovials expected.
# of CSF Cell Pellet aliquots created: *Use orange-capped cryovial*		One 0.5ml CSF Cell Pellet cryovial expected
Time aliquots frozen (24 HR):		Cryovials should be frozen upright within 2 hours of collection
Storage temperature (°C):		☐ **SOP – store at -80°C (±10°)** Samples *may* be stored at -20°C for 2-4 hours.

Notes (including any deviations from protocol):

Specimen Collection and Processing Form

Please complete the Specimen Collection and Processing Form, below.

Study Site	◯ Icahn School of Medicine at Mount Sinai ◯ Perelman School of Medicine at UPenn ◯ Yale School of Medicine ◯ Northwell Health
Email address of staff member completing this form Note: A copy of the completed sample form and the shipping manifests will be sent to this address.	_____
PBN Subject ID:	_____
Is this participant a case or control?	◯ SCZ ◯ BD ◯ CHR ◯ Control (CHR allowed for follow-up ONLY)
Subject's biological sex (used for DNA quality control)	◯ Male ◯ Female ◯ Other
Visit	◯ Baseline Visit ◯ 12 Month Visit ◯ 24 Month Visit ◯ 36 Month Visit ◯ 48 Month Visit ◯ 60 Month Visit ◯ Unscheduled Visit
Kit Number	_____

Blood Collection and Processing

Date of blood collection

_____

Time of blood collection

_____
(Use 24 Hour clock.)

Patient's fasting status at time of blood collection

◯ Fasted
◯ Followed low-fat diet
◯ Not fasted/no dietary limitation

1. SERUM (one red-top 10mL serum tube)

Was blood collected and processed for SERUM?

◯ Yes
◯ No

Blood volume collected for SERUM

_____
(mL)

Reason volume was less than standard

◯ Difficult stick/poor veins
◯ Patient dehydrated
◯ Bad tube vacuum
◯ Other

Time of SERUM tube centrifugation

_____
(Use 24 Hour clock.)

Rate of SERUM tube centrifugation

_____
(x g)

Duration of SERUM tube centrifugation

_____
(minutes)

Temperature of SERUM tube centrifugation

_____
(degrees Celsius)

Total volume of SERUM collected

_____
(mL)

Was a 1 mL aliquot of serum created for NMDA receptor testing?

If yes, set this aliquot aside to be shipped to UPENN.

◯ Yes
◯ No
(Required for all SCZ/BP/CHR visits.)

Number of SERUM aliquots created to ship to the repository at IU

_____
(Aliquot to 1.5 mL, if possible.)

Was a residual SERUM aliquot (less than 1.5 mL) created?	◯ Yes ◯ No (If YES, please ensure the residual aliquot is capped with a blue top.)
What is the approximate volume of the residual SERUM aliquot?	_____ (mL)
Time SERUM was placed in freezer	_____ (Use 24 Hour clock.)
SERUM storage temperature	_____ (degrees Celsius)
SERUM notes	_____
2. PBMCs (two green-top 10mL sodium heparin tubes)	
Confirm participant consented to PBMC collection:	◯ Yes ◯ No
Was blood collected for PBMCs?	◯ Yes ◯ No (PBMCs should be collected at all visits.)
Number of tubes collected for PBMCs	_____
Total blood volume collected for PBMCs	_____ (mL)
Reason volume was less than standard	◯ Difficult stick/poor veins ◯ Patient dehydrated ◯ Bad tube vacuum ◯ Other
PBMC notes	_____
3. PLASMA (one purple-top 10mL EDTA tube)	
Was blood collected and processed for PLASMA?	◯ Yes ◯ No
Blood volume collected for PLASMA	_____ (mL)

Reason volume was less than standard	◯ Difficult stick/poor veins ◯ Patient dehydrated ◯ Bad tube vacuum ◯ Other
Time of PLASMA tube centrifugation	_____ (Use 24 Hour clock.)
Rate of PLASMA tube centrifugation	_____ (x g)
Duration of PLASMA tube centrifugation	_____ (minutes)
Temperature of PLASMA tube centrifugation	_____ (degrees Celsius)
Total volume of PLASMA collected	_____ (mL)
Number of PLASMA aliquots created	_____ (Aliquot to 1.5 mL, if possible.)
Was a residual PLASMA aliquot (less than 1.5 mL) created?	◯ Yes ◯ No (If YES, please ensure the residual aliquot is capped with a blue top.)
What is the approximate volume of the residual PLASMA aliquot?	_____ (mL)
Was the BUFFY COAT collected?	◯ Yes ◯ No
Time PLASMA and BUFFY COAT were placed in freezer	_____ (Use 24 Hour clock.)
PLASMA and BUFFY COAT storage temperature	_____ (degrees Celsius)
PLASMA notes	_____

4. RNA (two 2.5mL PAXGene™ tubes)

Was blood collected for RNA?	◯ Yes ◯ No

Number of PAXGene™ tubes collected for RNA	_____
Blood volume collected for RNA Note: Max collection volume per tube is 2.5 ml.	_____ (mL)
Reason volume was less than standard	◯ Difficult stick/poor veins ◯ Patient dehydrated ◯ Bad tube vacuum ◯ Other
Date RNA were frozen	_____
Time RNA were placed in freezer	_____ (Use 24 Hour clock.)
RNA storage temperature	_____ (degrees Celsius)
RNA notes	_____

CSF Collection and Processing

Was CSF collected?	◯ Yes ◯ No
Why was CSF not collected?	_____
Date of CSF collection	_____
Time of CSF collection	_____ (Use 24 Hour clock.)
Approximate duration of CSF collection (in minutes) Note: We are interested in the duration of the CSF collection, specifically the length of time the collection needle is in the subarachnoid space.	_____ (minutes)
Patient's fasting status at time of CSF collection	◯ Fasted ◯ Followed low-fat diet ◯ Not fasted/no dietary limitation
Was CSF submitted for clinical labs?	◯ Yes ◯ No
Was CSF collected using a syringe(s)? Note: Drip method is preferred.	◯ Yes ◯ No
Total volume of CSF collected (incl. CSF submitted for clinical labs)	_____ (mL)
Reason volume collected was less than standard	◯ Difficult collection/patient physiology ◯ Patient dehydrated ◯ Other
BASELINE SCZ/BP/CHR ONLY: Was a 1 mL aliquot of CSF created for NMDA receptor testing? If yes, set this aliquot aside to be shipped to UPENN.	◯ Yes ◯ No
Time of CSF tube centrifugation	_____ (Use 24 Hour clock.)
Rate of CSF tube centrifugation	_____ (x g)
Duration of CSF tube centrifugation	_____ (minutes)

Temperature of CSF tube centrifugation	_____ (degrees Celsius)
Number of CSF aliquots created to ship to repository at IU	_____ (Aliquot to 500uL, if possible.)
Was the CSF PELLET collected?	◯ Yes ◯ No
Was the CSF PELLET frozen in a prepared Mr. Frosty™?	◯ Yes ◯ No
Time CSF, CSF NMDA (if collected), and CSF PELLET were placed in freezer	_____ (Use 24 Hour clock.)
CSF, CSF NMDA (if collected), and CSF PELLET initial storage temperature	_____ (degrees Celsius)
Was the CSF PELLET transferred to liquid nitrogen storage?	◯ Yes ◯ No (Required if samples held on site >48 hours.)
CSF notes	_____