

CAPTURE ALS



LORIS Manual

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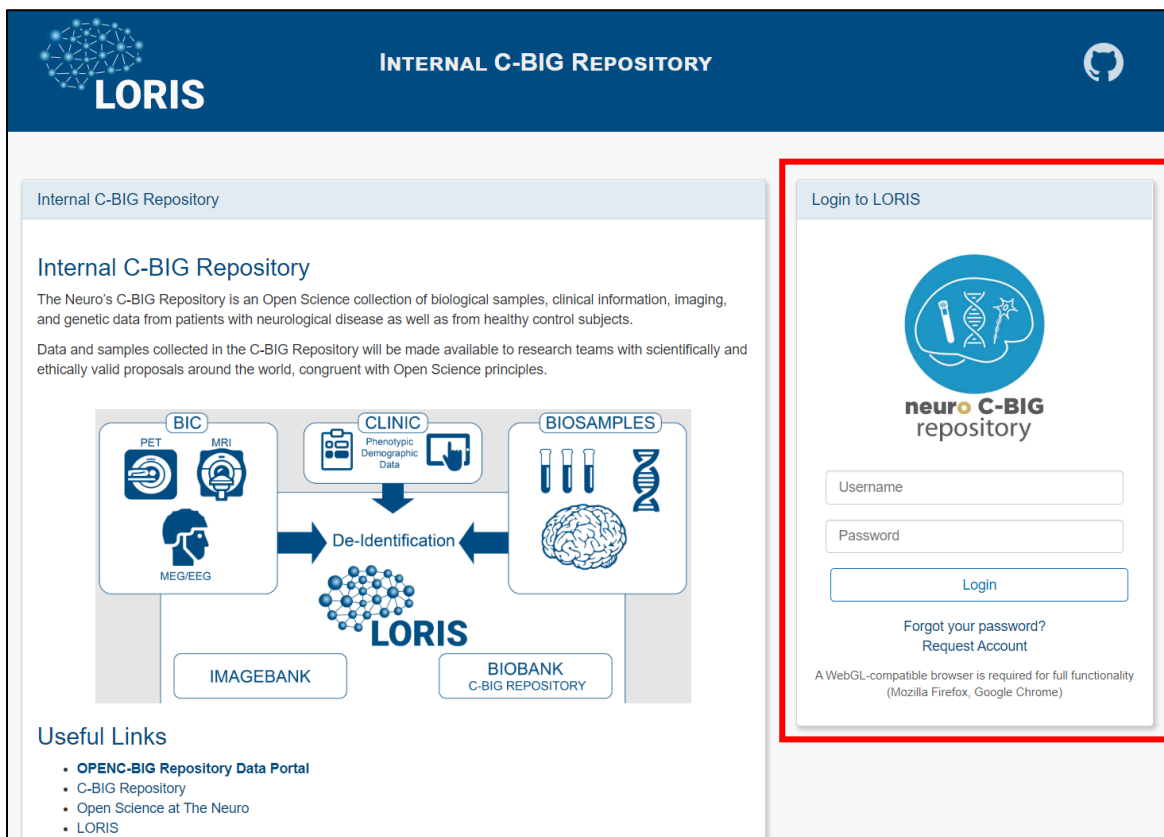
1. DATA ENTRY

1.1 Requesting LORIS Access

- <https://cbigr.loris.ca/login/request-account/>
 - Site: Select your site (Capture ALS).
 - Select Examiner Role for Coordinators and PIs.
 - Select Examiner Role for Coordinators, PIs/Subls, MRI Technicians
- Once you have completed the form, email Rida Abou-Haidar rida.abou-haidar@mcin.ca ; Nicolas Ferry nicolas.ferry@mcgill.ca ; and Natalie Saunders natalie.saunders@mcgill.ca
 - Specify that you have requested access to C-BIG LORIS for CAPTURE ALS at x site (x is your site).
 - If you will be processing biosamples, request Biobank Module (LIMS) access in your email.

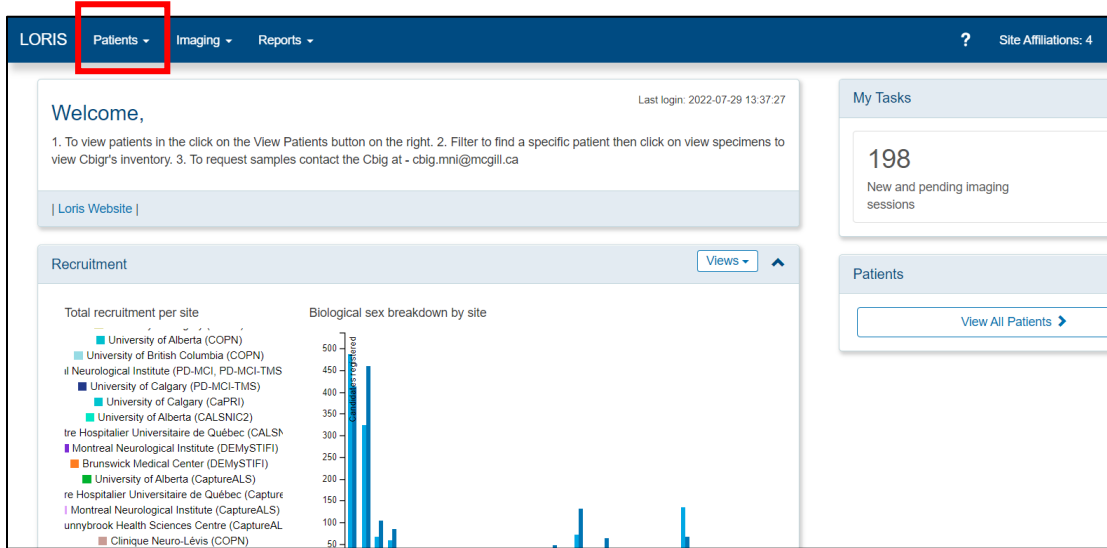
1.2 Logging In

- In your desktop browser, navigate to: <https://cbigr.loris.ca/>



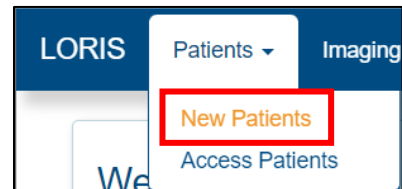
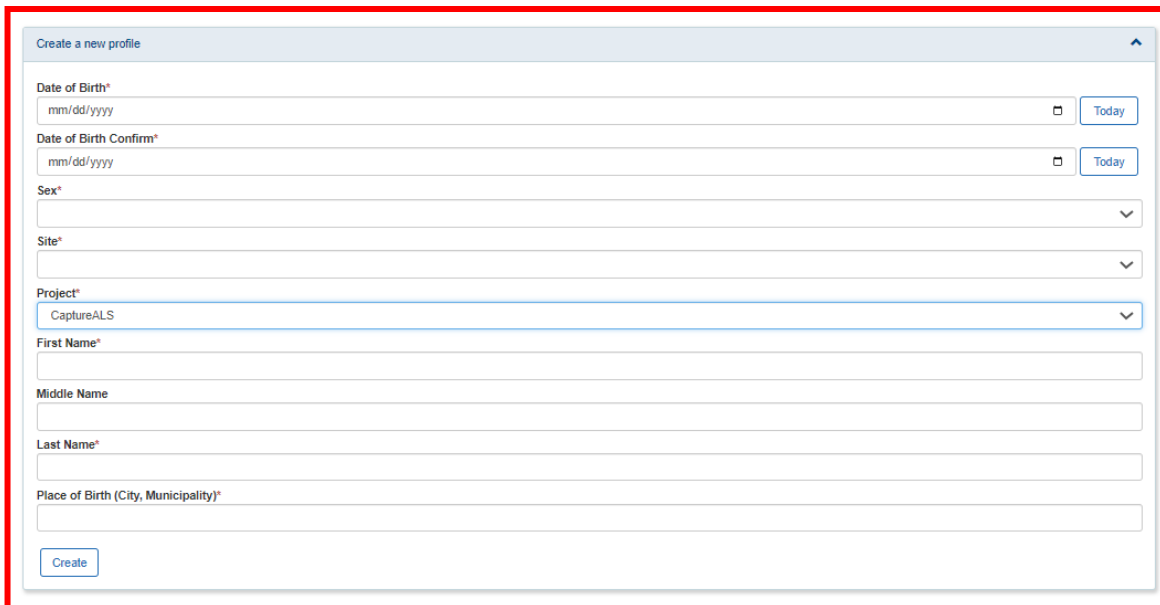
The screenshot displays the LORIS Internal C-BIG Repository website. The header features the LORIS logo and the text "INTERNAL C-BIG REPOSITORY". The main content area is divided into two sections. The left section, titled "Internal C-BIG Repository", provides a description of the repository as an Open Science collection of biological samples, clinical information, imaging, and genetic data. It includes a diagram showing the flow of data from "CLINIC" (Phenotypic, Demographic, Data) and "BIOSAMPLES" through a "De-Identification" process to the "LORIS" system, which is linked to "IMAGEBANK" and "BIOBANK C-BIG REPOSITORY". The right section, titled "Login to LORIS", is highlighted with a red border and contains a login form with fields for "Username" and "Password", a "Login" button, and links for "Forgot your password?" and "Request Account". A note at the bottom of the login section states: "A WebGL-compatible browser is required for full functionality (Mozilla Firefox, Google Chrome)".

- Log-in with your Username and Password.
- After successful log-in, you will be redirected to the main dashboard of LORIS.



1.3 Adding a Participant

- Hover over **Patients** on the left top corner of the main dashboard of LORIS and click on the **New Patients** to add a new participant.
- Fill in the required participant information.
 - Date of Birth, Sex, Site, Project (“CaptureALS”), First name, Middle Name (optional), Last Name, Place of Birth (City or Municipality).
 - *This personally identifying information is only used to generate the unique identifiers. It is not visible on the user interface of LORIS.*

The screenshot shows the 'Create a new profile' form in LORIS. The form is enclosed in a red border and contains the following fields:

- Date of Birth***: Input field with a date format 'mm/dd/yyyy' and a 'Today' button.
- Date of Birth Confirm***: Input field with a date format 'mm/dd/yyyy' and a 'Today' button.
- Sex***: Dropdown menu.
- Site***: Dropdown menu.
- Project***: Dropdown menu with 'CaptureALS' selected.
- First Name***: Input field.
- Middle Name**: Input field.
- Last Name***: Input field.
- Place of Birth (City, Municipality)***: Input field.

A 'Create' button is located at the bottom left of the form.

- The candidate will be assigned two unique identifiers by LORIS.
 - DCCID: a 6-digit number
 - PSCID: CAPTXXXXXXXX (X's represent a 7-digit number). This is the identifier that should be used on all source documents.
 - The DCCID and PSCID values are used to register the participant for the MRI scan (see *Imaging Manual (EN, V2, 25July2022)* for further details).
 - *PSCID_DCCID_VisitLabel_Site*
 - E.g., CAPT0000001_158796_Capture00M_EDM
- Click on **Access this candidate.**

🏠 > New Profile

Create a new profile

New candidate created. DCCID: 231050 PSCID: CAPT0000003

Access this candidate

[Recruit another candidate](#)

🏠 > Access Profile > Candidate Profile 231050 / CAPT0000003

DOB	Biological Sex	Project
2000-02-02	Female	CaptureALS

Actions:

List of Visits (Time Points)

Visit Label (Click to Open)	Subproject	Site	Stage	Stage Status	Date of Stage	Sent To DCC	Imaging Scan Done	Feedback	BVL QC	BVL Exclusion	Registered By
No timepoints have been registered yet.											

- Note: This page can be also accessed from **Patient – Access Patients** from the top left corner of LORIS page. This will redirect you to the participant list dashboard where you can find and click on the participant to access their profile.



Access Profile

Selection Filter

PSCID DCCID Visit Label

Diagnosis Site Subproject

Entity Type Age Project

External ID [Clear Filters](#)

4 rows displayed of 4. (Maximum rows per page: 20)

[Show Advanced Filters](#) [Open Profile](#) [Download Table as CSV](#)

No.	PSCID	DCCID	Diagnosis	Site	Subproject	Scan Done	Participant Status	Age	DoB	Sex	VisitCount	Project	External ID
1													
2													
3													
4	CAPT0000003	231050		Montreal Neurological Institute (CaptureALS)	Disease		Active	22	2000-02-02	Female	1	CaptureALS	

4 rows displayed of 4. (Maximum rows per page: 20)

1.4 Creating a Time Point (Visit)

- Once you have created a new profile and clicked on **Access Patients**, you will be redirected to the participant's profile.

[Home](#) > [Access Profile](#) > [Candidate Profile 231050 / CAPT0000003](#)

DOB	Biological Sex	Project
2000-02-02	Female	CaptureALS

Actions:

Create time point
Candidate Info
View Imaging datasets
View Specimens

List of Visits (Time Points)

Visit Label (Click to Open)	Subproject	Site	Stage	Stage Status	Date of Stage	Sent To DCC	Imaging Scan Done	Feedback	BVL QC	BVL Exclusion	Registered By
No timepoints have been registered yet.											

- Click on **Create time point** to add a study visit to the participant.
- At first, you will only see **DCCID** and **Subproject**, but once you select the participants' Subproject ("Disease" or "Control"), the **Site** and **Visit label** options will appear.
- After choosing the correct site and visit label, click on **Create Time Point**.
- Click on **Click here to continue** to redirect you to the participant's profile. You should be able to see the new Visit Label you just created.

Create Time Point

DCCID: 231050

Subproject: Disease ▼

Site: Montreal Neurologi ▼

Visit label: Capture 0 Months ▼

Create Time Point

New time point successfully registered. Click here to continue.

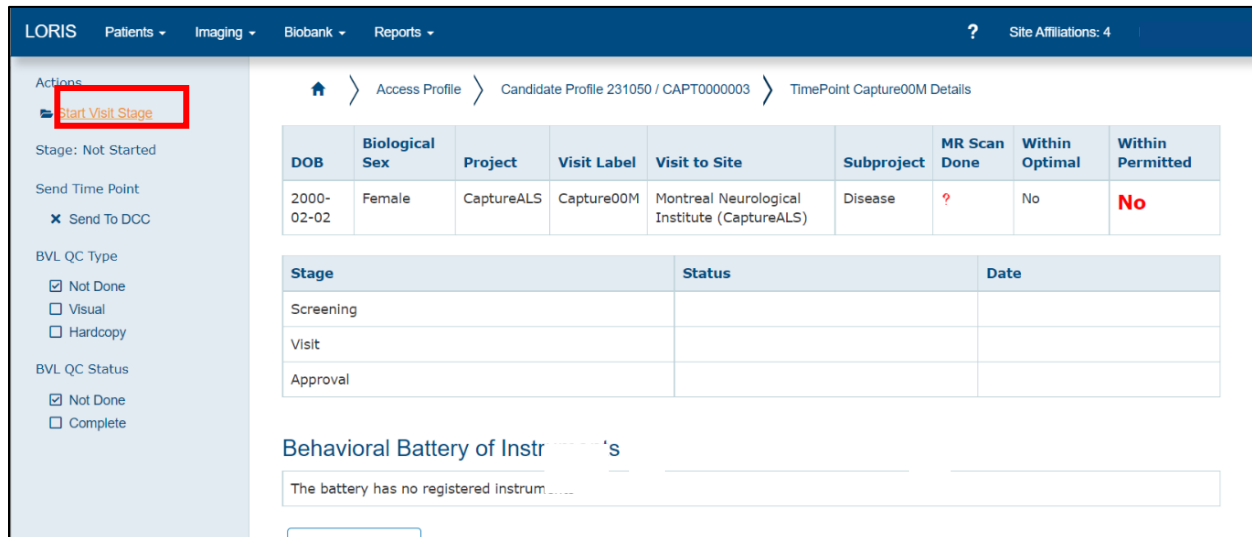
- Note: You can also add new time points from the participant's profile (for existing participants) by clicking **Patient – Access Patients** from the top left corner of LORIS page.

1.5 Starting the Visit Stage

- Click on the hyperlink of **Visit Label** that you just created (*Capture00M* in the screenshot example) from the participant's profile to access the visit page of the participant.

List of Visits (Time Points)											
Visit Label (Click to Open)	Subproject	Site	Stage	Stage Status	Date of Stage	Sent To DCC	Imaging Scan Done	Feedback	BVL QC	BVL Exclusion	Registered By
Capture00M	Disease	CAPT	Not Started			-	?	-	×	×	

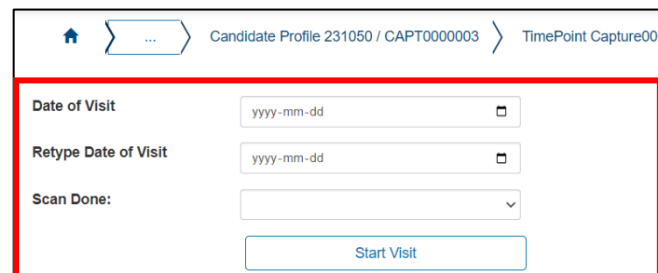
- To start the visit stage, click **Start Visit Stage** on the left panel of the visit page of the participant.



The screenshot shows the LORIS interface for a participant's profile. The left sidebar contains an 'Actions' menu with the 'Start Visit Stage' button highlighted in a red box. The main content area displays a table with columns: DOB, Biological Sex, Project, Visit Label, Visit to Site, Subproject, MR Scan Done, Within Optimal, and Within Permitted. The 'Start Visit Stage' button is also highlighted in a red box.

DOB	Biological Sex	Project	Visit Label	Visit to Site	Subproject	MR Scan Done	Within Optimal	Within Permitted
2000-02-02	Female	CaptureALS	Capture00M	Montreal Neurological Institute (CaptureALS)	Disease	?	No	No

- Complete **Date of Visit** and **Scan Done** (For the time point *CaptureScreening*, there will be no MRI scan – choose *No* for Scan Done). Then click on **Start Visit**.
- Note: you must start the visit stage before the participant's MRI scan is finished so that the MRI technicians can upload the file to LORIS.*



The screenshot shows the LORIS form for starting a visit stage. The form includes fields for 'Date of Visit', 'Retype Date of Visit', and 'Scan Done'. The 'Date of Visit' and 'Retype Date of Visit' fields are highlighted in a red box. A 'Start Visit' button is located below the 'Scan Done' field.

Next stage started [Click here to continue.](#)

- Click on **Click here to continue** on the next page, and this will redirect you to the visit page again. It will now have **Behavioral Battery of Instruments** added to the visit.

Instruments (Click To Open)	Data Entry	Administration	Feedback	Double Data Entry Form	Double Data Entry Status
Sentence Intelligibility Test and Maximum Phonation			-		
Speech Pause Analysis			-		
Study Status Form			-		
CSF			-		
ALSFRS Form			-		
MRI			-		
Vital Capacity Form			-		

1.6 Data Entry

- Click on individual **Instruments** to enter the data. At the end of each instrument page, click on **Save Data**.
 - For **Date of Administration**, put in the date of data collection.
 - For **Examiner**, select who collected the data/performed the assessment.
 - If the person’s name is not available from the dropdown menu, select the most applicable category (e.g., MD, Respiratory Therapist, MRI Technician).
 - For patient reported outcome measures, where participants self-complete questionnaires, select “Self-Report” for the examiner.
 - For the speech instruments (ADSV Bamboo Passage, ADSV Maximum Phonation, Diadochokinetic Task, Sentence Intelligibility Test and Maximum Phonation, Speech Pause Analysis), only Date of Administration, Examiner, How was data collected? And Date of Speech Testing are entered. The other fields will be automatically populated following analyses.
 - CSF collection is an optional procedure. If a participant did not consent to CSF collection, do not complete the CSF instrument.
- Note: data entry options for certain instruments.*
 - “Unknown”** – The participant/examiner actually does not know the answer.
 - “Prefer not to say”** – The participant does not want to disclose this information (e.g., for sensitive topics).
 - “Not reported”** – The participant/examiner forgot/omitted to collect the data point/question.
 - The “not reported” response permits completion of mandatory fields in the database without entering a fabricated/guessed response.
- Once the data has been saved without any error, on the left top corner of the page, click on **All** (under Administration) and then click on **Complete** (under Data Entry) to ‘lock’ the entered data.
 - If these links are not clickable, it means that required fields have not been filled in. Contact an administrator if the problem persists after filling in all the required fields.

Administration
<input type="checkbox"/> None
<input type="checkbox"/> Partial
<input checked="" type="checkbox"/> All
Data Entry
<input type="checkbox"/> In Progress
<input checked="" type="checkbox"/> Complete

2. BIOSAMPLE PROCESSING

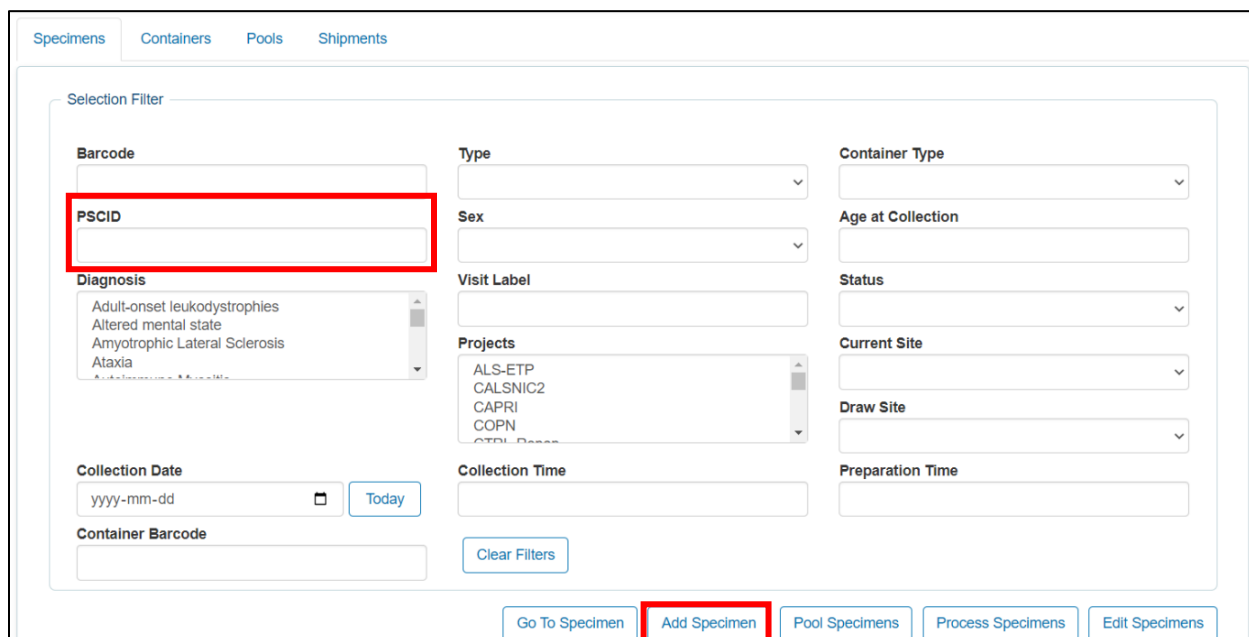
Before getting started, ensure that you have Biobank Module (LIMS) access (see [1.1 Requesting LORIS Access](#)).

2.1 Logging In

- See [1.2 Logging In](#).

2.2 Adding Specimens

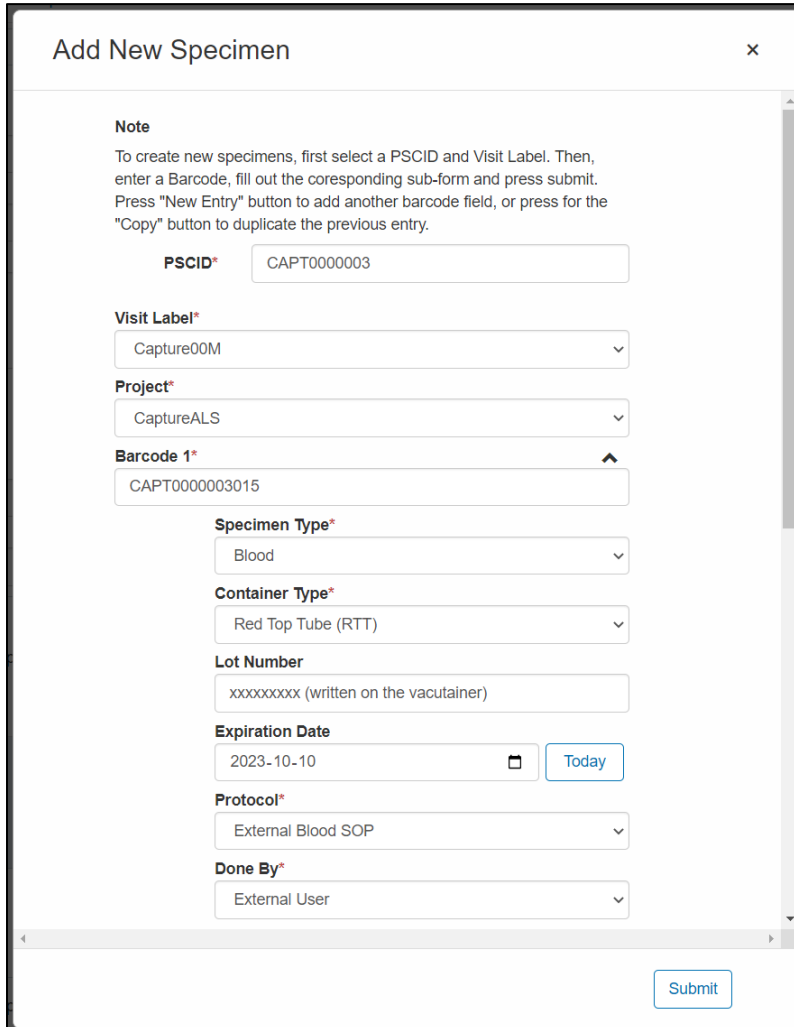
- After the sample collection is completed, click **Specimens** on **Biobank** dropdown menu.

The screenshot shows the 'Specimens' form in the LORIS system. The 'PSCID' field is highlighted with a red box. Below the form, the 'Add Specimen' button is also highlighted with a red box. The form includes various input fields for specimen details, a 'Clear Filters' button, and a row of action buttons: 'Go To Specimen', 'Add Specimen', 'Pool Specimens', 'Process Specimens', and 'Edit Specimens'.

- To view existing specimens, enter the **PSCID** of the participant in the *Selection Filter* to view the associated specimens. There will be no specimens if this is the first visit.
- To add specimens, click **Add Specimen**.
 - *Each site except Montreal must add/process certain biosamples before shipping them to C-BIG.*
 - **Serum, Plasma, and CSF samples must be added to LORIS. These represent the minimum sample types processed by each site.**
 - *In general, DNA, PBMC, and RNA samples will be processed by C-BIG and therefore do not need to be added into LORIS by sites.*

- A pop-up window ‘Add New Specimen’ will appear.



The screenshot shows a web form titled "Add New Specimen" with a close button (X) in the top right corner. The form contains the following fields and options:

- Note:** To create new specimens, first select a PSCID and Visit Label. Then, enter a Barcode, fill out the corresponding sub-form and press submit. Press "New Entry" button to add another barcode field, or press for the "Copy" button to duplicate the previous entry.
- PSCID*:** Text input field containing "CAPT0000003".
- Visit Label*:** Dropdown menu with "Capture00M" selected.
- Project*:** Dropdown menu with "CaptureALS" selected.
- Barcode 1*:** Text input field containing "CAPT0000003015".
- Specimen Type*:** Dropdown menu with "Blood" selected.
- Container Type*:** Dropdown menu with "Red Top Tube (RTT)" selected.
- Lot Number:** Text input field containing "xxxxxxxx (written on the vacutainer)".
- Expiration Date:** Date picker showing "2023-10-10" and a "Today" button.
- Protocol*:** Dropdown menu with "External Blood SOP" selected.
- Done By*:** Dropdown menu with "External User" selected.
- Submit:** A blue button at the bottom right of the form.

- Enter the **PSCID** of the participant, choose the **Visit Label**, and select “CaptureALS” for **Project**.
- **Barcode** – Leave empty until you reach **Generate Barcode**
- Select “Blood” as the **Specimen Type** and appropriate **Container Type** of the specimen you wish to enter.
 - *Red Top Tube (RTT) for Serum*
 - *Purple Top Tube (PTT) for Plasma*
 - *If you wish to add CSF specimens along with the blood specimens, select “CSF” as the **Specimen Type** and “Mixed Sterile Tube” for **Container Type**.*

- Enter **Lot Number** and **Expiration Date** of the vacutainer.
- **Protocol** – choose “External Blood SOP”.
- **Done by** – select your name and if you cannot find your name, choose “External”.
- **Date** – enter the date of blood collection.
- **Time** – enter the time of blood collection.
- **Quantity** – write the approximate volume of the sample.
 - *Highly recommended to have an empty ‘reference’ vacutainer with each mL marked with a sharpie to approximate the volume of sample collected in mL.*
- **Unit** – choose “mL”.
- **Comment** – write anything note-worthy (e.g., protocol deviation).
- Do press on **Generate Barcode** and do NOT click on **Print Barcodes** (copy this ID on your labels).
- Review the information and click **Submit**.
- You will be redirected to the Specimens dashboard where you can see the specimen you just added.

Specimens Containers Pools Shipments

Selection Filter

Barcode <input type="text"/>	Type <input type="text"/>	Container Type <input type="text"/>
PSCID <input type="text"/>	Sex <input type="text"/>	Age at Collection <input type="text"/>
Diagnosis <div style="border: 1px solid #ccc; padding: 2px; font-size: 0.8em;"> Adult-onset leukodystrophies Altered mental state Amyotrophic Lateral Sclerosis Ataxia ... </div>	Visit Label <input type="text"/>	Status <input type="text"/>
Collection Date <input type="text" value="yyyy-mm-dd"/> <input type="button" value="Today"/>	Projects <div style="border: 1px solid #ccc; padding: 2px; font-size: 0.8em;"> ALS-ETP CALSNIC2 CAPRI COPN ... </div>	Current Site <input type="text"/>
Container Barcode <input type="text"/>	Collection Time <input type="text"/>	Draw Site <input type="text"/>
<input type="button" value="Clear Filters"/>		Preparation Time <input type="text"/>

1 rows displayed of 1. (Maximum rows per page:)

No.	Barcode	Type	Container Type	Quantity	PSCID	Sex	Age at Collection	Diagnosis	Visit Label	Status	Projects	Current Site	Draw Site
1	CAPT0000003015	Blood	Red Top Tube (RTT)	10.000 mL	CAPT00000003	Female	22		Capture00M	Available	CaptureALS	Montreal Neurological Institute (CaptureALS)	Montreal Neurological Institute (CaptureA

- *It is possible to add all the specimens collected for one participant at once. If 2 RTTs (for serum), 1 PTT (for plasma), and 2 mixed sterile tubes (for CSF) were collected and you wish to add and process them at once, you can add all 5 specimens into LORIS now.*
Be careful to input the correct information for each vacutainer if you decide to add all the samples at once.
 - *You can use green 'copy' button to make a duplicate of the same 'specimen' entered above, however always make sure to change details correctly (barcode, specimen type, volume, etc.)*
 - *You can use green '+' button to add another vacutainer. Unlike 'copy' function, it will add a new specimen without any information pre-filled out.*



2.3 Serum

2.3.1 Pooling Specimens

- The protocol recommends that 2 RTTs to be collected for serum. Before processing these tubes, they need to be “virtually” pooled together, generating 1 virtual tube with the combined volume from individual tubes (e.g., 2 x 8 mL RTTs → 1 x 16 mL RTT).
- After adding specimens by following [2.2 Adding Specimens](#), click on **Pool Specimens** to open ‘Pool Specimens’ pop-up window.

No.	Barcode	Type	Container Type	Quantity	PSCID	Sex	Age at Collection	Diagnosis	Visit Label	Status	Projects	Current Site	Draw
1	CAPT0000003015	Blood	Red Top Tube (RTT)	10.000 mL	CAPT00000003	Female	22		Capture00M	Available	CaptureALS	Montreal Neurological Institute	Montreal Neurological Institute

Pooling Note
Select or Scan the specimens to be pooled. Specimens must have a Status of 'Available', have a Quantity of greater than 0, and share the same Type, PSCID, Visit Label and Current Site. Pooled specimens cannot already belong to a pool. Once pooled, the Status of specimen will be changed to 'Dispensed' and there Quantity set to '0'

Specimen Type
—

PSCID
—

Visit Label
—

Barcode Input **Barcode List**

Specime

CAPT0000003015 ✕
 CAPT0000003016 ✕

Label*

Quantity*

Unit*

Date*

Time*

- In **Barcode Input – Specimen**, select the individual barcodes that you wish to pool.
 - The **Barcode List** will contain the tubes that you are pooling.
- Label** – name it Pool RTT CAPTXXXXXXXX (CAPT followed by the PSCID).
- Quantity** – enter the total volume of the specimens (sum of the volumes of two RTTs added in the previous step).
- Unit** – choose “mL”.
- Date** – enter the date of blood collection.
- Time** – enter the time of sample processing.
If sample processing was documented first on the sample processing form, ensure that you enter the same time here.
- Click **Submit** – this will change the status of specimens from **Available** to **Dispensed**.
- You can now find this ‘pool’ you created in **Pools** tab of **Biobank** dropdown menu.

43244	CAPT0000003015	Blood	Red Top Tube (RTT)	0.000 mL	CAPT00000003	Female	22		Capture00M	Dispensed	CaptureALS	Montreal Neurological Institute (CaptureALS)	Montreal Neurological Institute (CaptureALS)
43245	CAPT0000003016	Blood	Red Top Tube (RTT)	0.000 mL	CAPT00000003	Female	22		Capture00M	Dispensed	CaptureALS	Montreal Neurological Institute	Montreal Neurological Institute

2.3.2 Processing Serum

- After creating a pool of specimens, click on **Process Specimens**.
 - *By this point, Step 1-3 of **Sample Processing Form - Serum** should be done (i.e., samples should have been kept upright at room temperature (30 – 120 minutes) to allow blood to clot then centrifuged for 10 minutes at 2500Xg. Then supernatant should be transferred to a new 15 mL Falcon tube).*

12 rows displayed of 12. (Maximum rows per page: 20)

Go To Specimen Add Specimen Pool Specimens **Process Specimens** Edit Specimens Download Table as CSV

No.	Barcode	Type	Container Type	Quantity	PSCID	Sex	Age at Collection	Diagnosis	Visit Label	Status	Projects	Current Site	Draw Site	Collection Date
43243	CAPT0000003001	Blood	Red Top Tube (RTT)	10.000 mL	CAPT00000003	Female	22		Capture00M	Available	CaptureALS	Montreal Neurological Institute (CaptureALS)	Montreal Neurological Institute (CaptureALS)	2022-08-23
43244	CAPT0000003015	Blood	Red Top Tube (RTT)	0.000 mL	CAPT00000003	Female	22		Capture00M	Dispensed	CaptureALS	Montreal Neurological Institute (CaptureALS)	Montreal Neurological Institute (CaptureALS)	2022-08-22
43245	CAPT0000003016	Blood	Red Top Tube (RTT)	0.000 mL	CAPT00000003	Female	22		Capture00M	Dispensed	CaptureALS	Montreal Neurological Institute (CaptureALS)	Montreal Neurological Institute (CaptureALS)	2022-08-24

Process Specimens

Specime

Pool

Preparation Protocol*

Done By*

Date*
 Today

Time*
 Now

Tube Expired

Centrifuge Start #1
 Now

Centrifuge End #1

Submit

- Enter the **Pool** you wish to process (e.g., Pool RTT CAPTXXXXXXXX). The barcodes of the specimens in that pool will appear on the right.
- **Protocol** – select “CBIG-02-003 (Serum Isolation from Whole Blood)”.
- **Done by** – select your name and if you cannot find your name, choose “External”.
- **Date** – enter the date of sample processing.
- **Time** – enter the time of sample processing.
- **Start and End Time of Centrifuge** – enter the actual times when the specimen was centrifuged.
- **Comment** – write anything note worthy *If the transfer of sample did not take place under the hood, write “non-sterile”.*
- Click **Submit**.

2.3.3 Aliquoting Serum

- Go to **Pools** from **Biobank** dropdown menu of LORIS where you can type in the **PSCID** of the patient to view the associated Pools.
- Locate the pool you were working on and click **Aliquot**.
 - *Carry on with Step 4 of **Sample Processing Form - Serum** (i.e., supernatant in a new 15 mL Falcon tube should be aliquoted to cryovials (500 uL)).*

Specimens Containers Pools Shipments

Selection Filter

Label: PSCID: Visit Label:

Type: Site:

1 rows displayed of 1. (Maximum rows per page: 20)

No.	Label	Quantity	Pooled Specimens	PSCID	Visit Label	Type	Site	Date	Time	Aliquot
524	Pool RTT CAPT0000003	16 mL	CAPT0000003015, CAPT0000003016	CAPT0000003	Capture00M	Blood	Montreal Neurological Institute (CaptureALS)	26-08- 2022	13:19	<input type="button" value="Aliquot"/>

Aliquot Pool

Project*
CaptureALS

Barcode 1*

Specimen Type*
Serum

Container Type*
Cryotube Vial

Lot Number

Expiration Date
dd----yyyy

Protocol*
CBIG-02-003 (Serum Isolation from Whole Blood)

Milky Serum Hemolyzed

Hemodialysis Index

Comments

Barcode 2*

Barcode 3*

Parent

- **Project** – select “CaptureALS”.
- **Leave the Barcode empty for now.**
- **Specimen Type** – select “Serum”.
- **Container Type** – select “Cryotube Vial”.
- **Leave Lot Number and Expiration Date empty**
- **Protocol** – select “CBIG-02-003 (Serum Isolation from Whole Blood)”.
- **Done By** – select your name and if you cannot find your name, choose “External User”.
- **Date** – enter the date of aliquoting.
- **Time** – enter the time you start aliquoting.
- **Quantity** – enter “500”.
- **Unit** – select “uL”.
- When it applies, check off **Milky Serum** and/or **Hemolyzed** (refer to the [SOP01EN01 Biosampling](#) for reference images).
- **Use the ‘Copy’ function to easily add multiple aliquots without retyping the information. Review the details before submitting (pay extra attention to last aliquot that will most likely have less than 500 uL).**
- **Barcode** – Click **generate barcode** (copy this ID on your labels) and apply your labels on the vial.

- **Comment** - write anything note worthy.
 - *If the transfer of sample did not take place under the hood, write “non-sterile”.*
- Do **NOT** click on **Print Barcodes**.
- Click **Submit**.
- You will be able to see your aliquoted cryovials in the Specimen Table.

43255	CAPT0000003002	Serum	Cryotube Vial	500,000 µL	CAPT0000003	Female	22		Capture00M	Available	CaptureALS	Montreal Neurological Institute (CaptureALS)	Montreal Neurological Institute (CaptureALS)
43256	CAPT0000003003	Serum	Cryotube Vial	500,000 µL	CAPT0000003	Female	22		Capture00M	Available	CaptureALS	Montreal Neurological Institute (CaptureALS)	Montreal Neurological Institute (CaptureALS)
43257	CAPT0000003004	Serum	Cryotube Vial	500,000 µL	CAPT0000003	Female	22		Capture00M	Available	CaptureALS	Montreal Neurological Institute (CaptureALS)	Montreal Neurological Institute (CaptureALS)

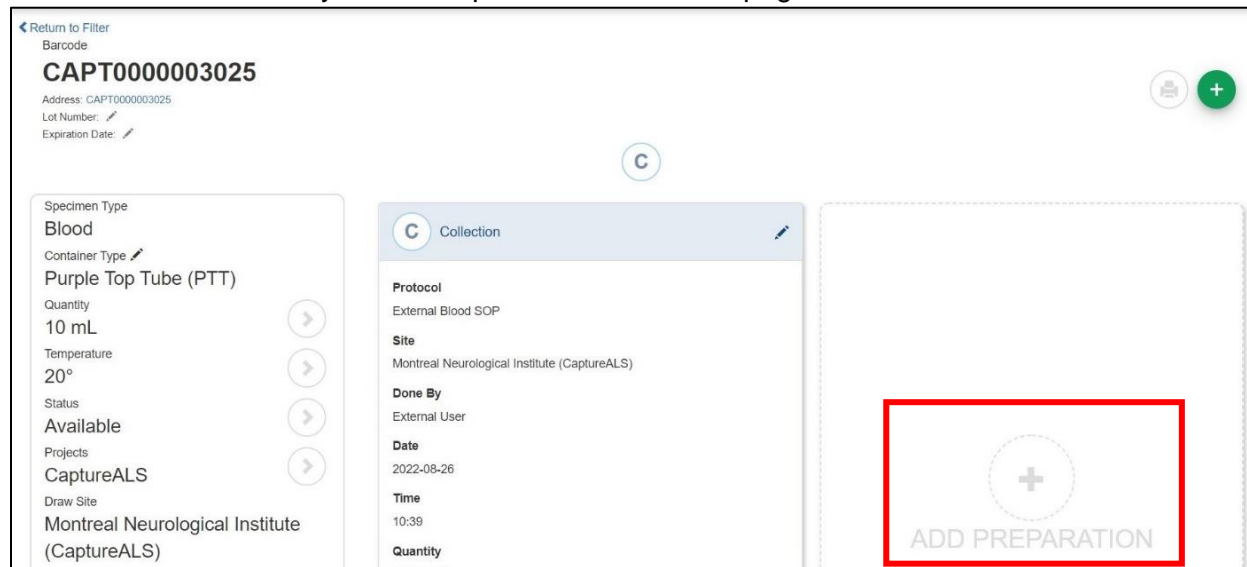
2.4 Plasma

2.4.1 Processing Plasma

- After adding a specimen by following [2.2 Adding Specimens](#), click on the barcode hyperlink of the specimen.
 - *Note: For Plasma, 1 PTT must be added as a specimen.*

No.	Barcode	Type	Container Type	Quantity	PSCID	Sex	Age at Collection	Diagnosis	Visit Label	Status	Projects	Current Site	Draw Site	Coll Date
1	CAPT0000003025	Blood	Purple Top Tube (PTT)	10.000 mL	CAPT0000003	Female	22		Capture00M	Available	CaptureALS	Montreal Neurological Institute (CaptureALS)	Montreal Neurological Institute (CaptureALS)	2022-08-26

- This will redirect you to the specimen information page.



Return to Filter
Barcode
CAPT0000003025
Address: CAPT0000003025
Lot Number:
Expiration Date:

Specimen Type
Blood
Container Type
Purple Top Tube (PTT)
Quantity
10 mL
Temperature
20°
Status
Available
Projects
CaptureALS
Draw Site
Montreal Neurological Institute (CaptureALS)

Collection
Protocol
External Blood SOP
Site
Montreal Neurological Institute (CaptureALS)
Done By
External User
Date
2022-08-26
Time
10:39
Quantity

+ ADD PREPARATION

- Press the grey “+ ADD PREPARATION” on the right side of the page and sections to complete will appear.
- *By this point, Step 1-3 of **Sample Processing Form - Plasma** should be done (i.e., samples should have been stored in the dark and upright for 30 minutes then centrifuged for 12 minutes at 250Xg at 4°C. Then supernatant should be transferred into a new conical tube).*

<p>Quantity 10 mL</p> <p>Temperature 20°</p> <p>Status Available</p> <p>Projects CaptureALS</p> <p>Draw Site Montreal Neurological Institute (CaptureALS)</p> <p>Current Site Montreal Neurological Institute (CaptureALS)</p> <p>Parent Container None</p> <p>PSCID CAPT00000003</p> <p>Visit Label Capture00M</p>	<p>Protocol External Blood SOP</p> <p>Site Montreal Neurological Institute (CaptureALS)</p> <p>Done By External User</p> <p>Date 2022-08-26</p> <p>Time 10:39</p> <p>Quantity 10.000 mL</p> <p>Comments</p>	<p>Protocol CBIG-02-011 (Plasma Isolation from Whole Blood)</p> <p>Done By* External User</p> <p>Date* 26-Aug-2022 Today</p> <p>Time* 13:31 Now</p> <p><input type="checkbox"/> Tube Expired</p> <p>Incubation Start #1* 13:31 Now</p> <p>Incubation End #1* 14:01 Now</p> <p>Centrifuge Start #1* 14:02 Now</p> <p>Centrifuge End #1* 14:14 Now</p> <p>Comments</p>
---	--	---

- **Protocol** – select “CBIG-02-011 (Plasma Isolation from Whole Blood)”.
- **Done By** – select your name and if you cannot find your name, choose “External User”.
- **Date** – enter the actual date of sample processing.
- **Time** – enter the actual time of sample processing.
- **Start and End time of Incubation & Centrifuge** – enter the actual times when the specimen was incubated and centrifuged.
- **Comment** – write anything note worthy.
 - *If the transfer of sample did not take place under the hood, write “non-sterile”.*
- Click **Update**.

<p>Return to Filter</p> <p>Barcode CAPT0000003025</p> <p>Address: CAPT0000003025</p> <p>Lot Number: /</p> <p>Expiration Date: /</p>		
C	P	
<p>Specimen Type Blood</p> <p>Container Type Purple Top Tube (PTT)</p>	<p>C Collection</p> <p>Protocol</p>	<p>P Preparation</p> <p>Protocol</p>

- Carry on with Step 4 of **Sample Processing Form - Plasma** (i.e., supernatant in a new conical tube should be aliquoted to cryovials (500 uL)).

2.4.2 Aliquoting Plasma

- With aliquots prepared, click green '+' button on the right side of PSCID on the specimen information page to make aliquots.



Return to Filter
Barcode
CAPT0000003025
Address: CAPT0000003025
Lot Number: /
Expiration Date: /

C _____ P

- A pop-up window 'Add Aliquots' will appear.

Add Aliquots

Note
To create new aliquots, enter a Barcode, fill out the corresponding sub-form and press Submit. Press "New Entry" button to add another barcode field, or press for the "Copy" button to duplicate the previous entry.

Parent Specimen(s)
CAPT0000008001

PSCID
CAPT0000008

Visit Label
Capture00M

Project*
CaptureALS

Remaining Quantity*
0

Unit*
mL

Barcode 1*

Specimen Type*
Plasma

Container Type*
Cryotube Vial

Lot Number

Expiration Date
dd- ---- -yyyy [Today]

Protocol*
CBIG-02-011 (Plasma Isolation from Whole Blood)

Done By*
External User

Date*
31-Aug-2022 [Today]

Time*
10:17 [Now]

Quantity*
500

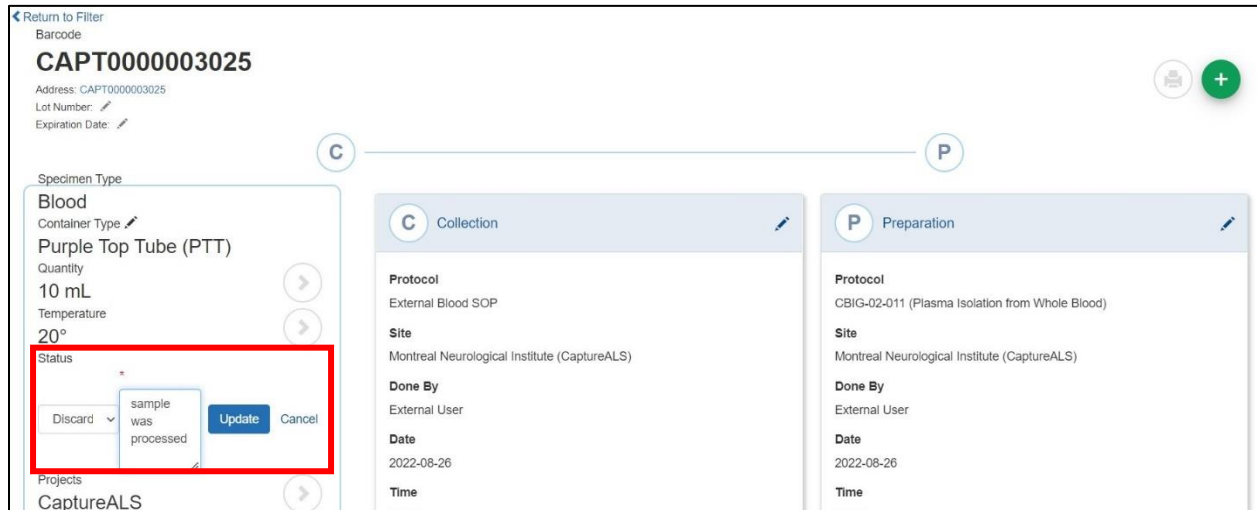
Unit*
µL

Comments

Submit

- **Project** – select "CaptureALS".
- **Remaining Quantity** – enter "0".
- **Unit** – select "mL".
- *Leave the **Barcode** empty for now.*
- **Specimen** – select "Plasma".
- **Container Type** – select "Cryotube Vial".
- *Leave **Lot Number** and **Expiration Date** empty.*
- **Protocol** – select "CBIG-02-011 (Plasma Isolation from Whole Blood)".
- **Done By** – select your name and if you cannot find your name, choose "External User".
- **Date** – enter the date of aliquoting.
- **Time** – enter the time you start the aliquoting.
- **Quantity** – enter "500".
- **Unit** – select "uL".
- *Use the 'Copy' function to easily add multiple aliquots without retyping the information. Review the details before submitting (pay extra attention to last aliquot that will most likely have less than 500 uL).*
- **Barcode** – Click generate barcode (copy this ID on your labels) and apply your labels on the vial.
- Do NOT click on **Print Barcodes**.
- **Comment** – write anything note worthy.
If the transfer of sample did not take place under the hood, write "non-sterile".
- Click **Submit**.

- Then on the specimen information page, change the **Status** from *Available* to Discarded.
- On the right of Status dropdown menu options, type in “*Sample was processed*”.
- Click **Update**. This will turn the green ‘+’ button to grey.



The screenshot displays the LORIS specimen information page for barcode CAPT0000003025. The page is divided into several sections:

- Barcode Section:** Shows the barcode CAPT0000003025, address, lot number, and expiration date. A green '+' button is visible in the top right corner.
- Specimen Type Section:** Lists specimen details: Blood, Container Type (Purple Top Tube (PTT)), Quantity (10 mL), and Temperature (20°). The Status dropdown menu is highlighted with a red box, showing the current status as 'Discard' and a new option 'sample was processed' entered. 'Update' and 'Cancel' buttons are also visible.
- Collection (C) Section:** Contains details for the Collection stage, including Protocol (External Blood SOP), Site (Montreal Neurological Institute (CaptureALS)), Done By (External User), Date (2022-08-26), and Time.
- Preparation (P) Section:** Contains details for the Preparation stage, including Protocol (CBIG-02-011 (Plasma Isolation from Whole Blood)), Site (Montreal Neurological Institute (CaptureALS)), Done By (External User), Date (2022-08-26), and Time.

2.5 CSF

2.5.1 Adding CSF

- Similar to blood samples, after the sample collection is completed, click **Specimens** on **Biobank** dropdown menu.
 - *Note: CSF specimens can be added along with other blood specimens (refer [2.2 Adding Specimens](#)).*
- Click **Add Specimen**.
- A pop-up window ‘Add New Specimen’ will appear.

Add New Specimen

Note
To create new specimens, first select a PSCID and Visit Label. Then, enter a Barcode, fill out the corresponding sub-form and press submit. Press "New Entry" button to add another barcode field, or press for the "Copy" button to duplicate the previous entry.

PSCID*

Visit Label*

Project*

Barcode 1*

Specimen Type*

Container Type*

Lot Number

Expiration Date

Protocol*

Done Rv*

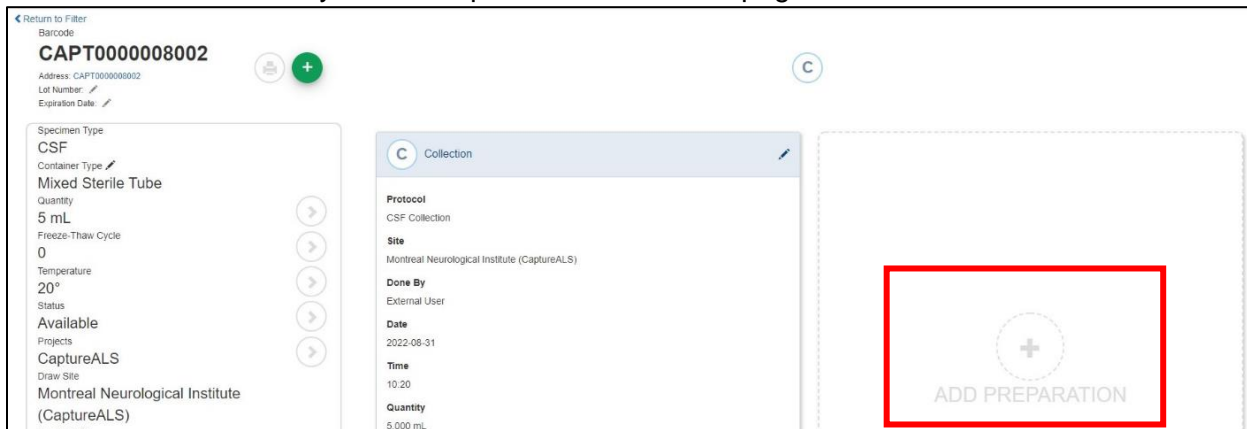
- Enter the **PSCID** of the participant and choose the **Visit Label** and select “CaptureALS” for **Project**.
 - **Barcode** – Click generate barcode (copy this ID on your labels) and apply your labels on the vial.
 - **Specimen Type** – select “CSF”.
 - **Container Type** – select “Mixed Sterile Tube”.
 - *Leave **Lot Number** and **Expiration Date** empty.*
 - **Protocol** – choose “CSF Collection”.
 - **Done by** – select your name and if you cannot find your name, choose “External”.
 - **Date** – enter the date of CSF collection.
 - **Time** – enter the time of CSF collection.
 - **Quantity** – write the volume of the sample.
 - **Unit** – choose “mL”.
- **Comment** – write anything note-worthy (e.g., protocol deviation).
 - Do **NOT** click on **Print Barcodes**.
 - Review what have been entered and click on **Submit**.
 - You will be redirected to the Specimens dashboard where you can see the specimen you just added.

2.5.2 Processing CSF

- Click on the Barcode hyperlink of the specimen you just added.

No.	Barcode	Type	Container Type	Quantity	PSCID	Sex	Age at Collection	Diagnosis	Visit Label	Status	Projects	Current Site	Draw Site
1	CAPT0000003020	CSF	Mixed Sterile Tube	13.000 mL	CAPT0000003	Female	22		Capture00M	Available	CaptureALS	Montreal Neurological Institute (CaptureALS)	Montreal Neurological Institute (CaptureALS)

- This will redirect you to the specimen information page.



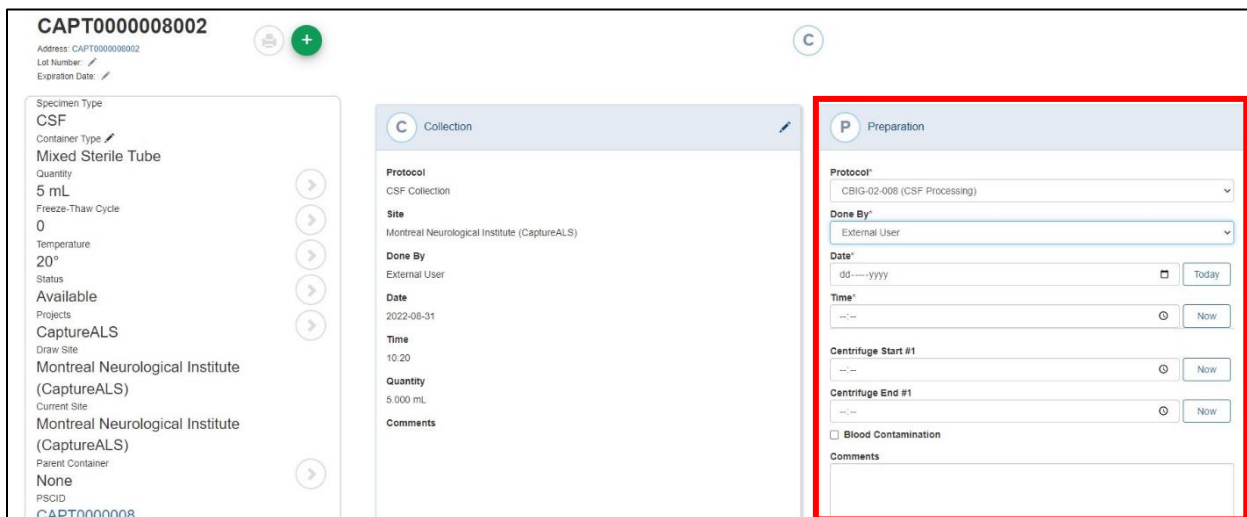
Return to Filter: Barcode
CAPT0000008002
Address: CAPT0000008002
Lot Number: /
Expiration Date: /

Specimen Type: CSF
Container Type: Mixed Sterile Tube
Quantity: 5 mL
Freeze-Thaw Cycle: 0
Temperature: 20°
Status: Available
Projects: CaptureALS
Draw Site: Montreal Neurological Institute (CaptureALS)

Collection
Protocol: CSF Collection
Site: Montreal Neurological Institute (CaptureALS)
Done By: External User
Date: 2022-08-31
Time: 10:20
Quantity: 5.000 mL

+ ADD PREPARATION

- Press the grey **“+ ADD PREPARATION”** on the right side of the page and the sections to complete will appear.
- By this point, Step 1-3 of **Sample Processing Form: CSF** should be done (i.e., sample should have been transferred to a new 15 mL Falcon tube and centrifuged for 10 minutes at 2000Xg. Then the supernatant should be transferred into a new 15 mL Falcon tube).*



CAPT0000008002
Address: CAPT0000008002
Lot Number: /
Expiration Date: /

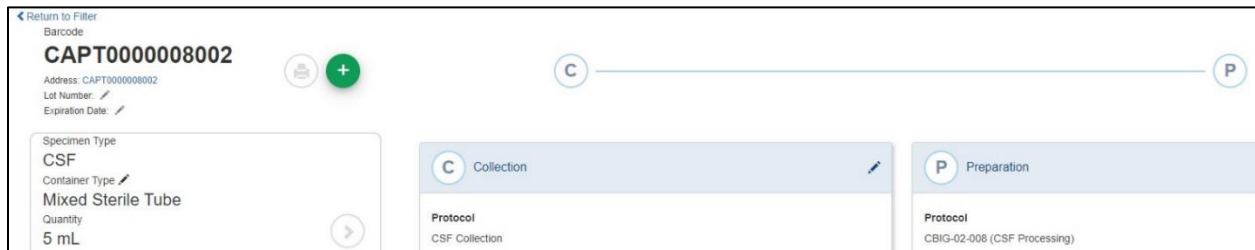
Specimen Type: CSF
Container Type: Mixed Sterile Tube
Quantity: 5 mL
Freeze-Thaw Cycle: 0
Temperature: 20°
Status: Available
Projects: CaptureALS
Draw Site: Montreal Neurological Institute (CaptureALS)
Current Site: Montreal Neurological Institute (CaptureALS)
Parent Container: None
PSCID: CAPT0000008

Collection
Protocol: CSF Collection
Site: Montreal Neurological Institute (CaptureALS)
Done By: External User
Date: 2022-08-31
Time: 10:20
Quantity: 5.000 mL
Comments:

P Preparation
Protocol*: CBIG-02-008 (CSF Processing)
Done By*: External User
Date*: dd----yyyy [Today]
Time*: --:-- [Now]
Centrifuge Start #1: --:-- [Now]
Centrifuge End #1: --:-- [Now]
 Blood Contamination
Comments:

- Protocol** – select “CBIG-02-008 (CSF Processing)”.
- Done By** – select your name and if you cannot find your name, choose “External User”.
- Date** – enter the date of sample processing.
- Time** – enter the time of sample processing.

- **Start and End time of Centrifuge** – enter the actual times when the specimen was centrifuged.
- **Blood Contamination** – if you spot any contamination of blood in CSF sample, mark the checkbox.
 - *Look for blood contamination after the collection and after the centrifugation.*
- **Comments** – write anything note worthy.
 - *If the transfer of sample did not take place under the hood, write “non-sterile”.*
 - *If there is blood contamination, provide details.*
 - *E.g., blood contamination spotted after the CSF collection; clear CSF is tinted red.*
 - *E.g., blood contamination spotted after the centrifugation; red pellet is visible at the bottom of the tube.*
- **Click Update.**



The screenshot shows a software interface for specimen management. At the top left, there is a 'Return to Filter' link and a 'Barcode' field containing 'CAPT0000008002'. Below the barcode are fields for 'Address', 'Lot Number', and 'Expiration Date'. A green plus icon is visible next to the barcode. A horizontal line with a 'C' in a circle on the left and a 'P' in a circle on the right spans across the top. Below this, there are two main sections: 'Collection' (marked with 'C') and 'Preparation' (marked with 'P'). The 'Collection' section shows a 'Specimen Type' of 'CSF', a 'Container Type' of 'Mixed Sterile Tube', and a 'Quantity' of '5 mL'. The 'Preparation' section shows a 'Protocol' of 'CBIG-02-006 (CSF Processing)'. There are also edit icons (pencil) for both sections.

- **Carry on with Step 4 & 5 of *Sample Processing Form – CSF*** (i.e., supernatant in a new 15 mL Falcon tube should be aliquoted to cryovials (500 uL)).

2.5.3 Aliquoting CSF

- With aliquots prepared, click green ‘+’ button on the right side of PSCID on the specimen information page to make aliquots.



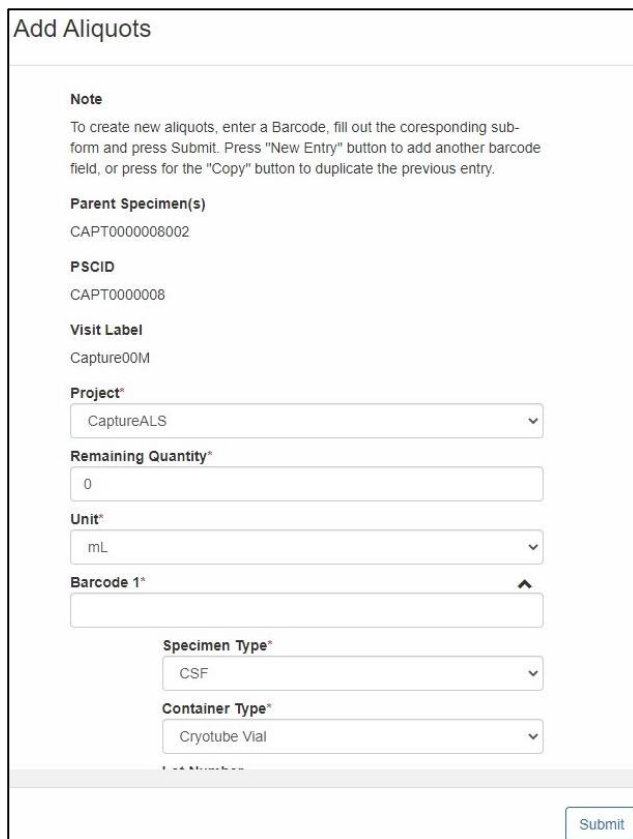
Return to Filter
Barcode
CAPT0000008002
Address: CAPT0000008002
Lot Number: /
Expiration Date: /

Specimen Type
CSF
Container Type
Mixed Sterile Tube
Quantity
5 mL

Collection
Protocol
CSF Collection

Preparation
Protocol
CBIG-02-008 (CSF Processing)

- A pop-up window ‘Add Aliquots’ will appear.



Add Aliquots

Note
To create new aliquots, enter a Barcode, fill out the corresponding sub-form and press Submit. Press "New Entry" button to add another barcode field, or press for the "Copy" button to duplicate the previous entry.

Parent Specimen(s)
CAPT0000008002

PSCID
CAPT0000008

Visit Label
Capture00M

Project*
CaptureALS

Remaining Quantity*
0

Unit*
mL

Barcode 1*

Specimen Type*
CSF

Container Type*
Cryotube Vial

Submit

- **Project** – select “CaptureALS”.
- **Remaining Quantity** – enter “0”.
- **Unit** – select “mL”.
- *Leave the **Barcode** empty for now.*
- **Specimen** – select “CSF”.
- **Container Type** – select “Cryotube Vial”.
- *Leave **Lot Number** and **Expiration Date** empty.*
- **Protocol** – select “CBIG-02-008 (CSF Processing)”.
- **Done By** – select your name and if you cannot find your name, choose “External User”.
- **Date** – enter the date of aliquoting.
- **Time** – enter the time you start the aliquoting.
- **Quantity** – enter “500”.
- **Unit** – select “uL”.
- *Use the ‘Copy’ function to easily add multiple aliquots without retyping the information. Review the details before submitting (pay extra attention to last aliquot that will most likely have less than 500 uL).*

- **Barcode** – Click generate barcode (copy this ID on your labels) and apply your labels on the vial.
- Do NOT click on **Print Barcodes**.
- **Comment** – write anything note worthy.
 - *If the transfer of sample did not take place under the hood, write “non-sterile”.*

- Click **Update**.
- On the specimen information page, change the **Status** from *Available* to *Discarded*.
- On the right of Status dropdown menu options, type in “*Sample was processed*”.
- Click **Update**. This will turn the green ‘+’ button to grey.

<p>Status</p> <p>Discard ▾ sample was processed</p> <p>Update Cancel</p>	<p>Montreal Neurological Institute (CaptureALS)</p> <p>Done By External User</p> <p>Date 2022-08-26</p> <p>Time</p>	<p>Montreal Neurological Institute (CaptureALS)</p> <p>Done By External User</p> <p>Date 2022-08-26</p> <p>Time</p>
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