

Please **ALWAYS** enclose a completed batch cover sheet with your FFQs when you are ready to send them for processing. **Be sure to use FedEx/UPS (for tracking).**

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STUDY and CONTACT INFORMATION	
NASR Study ID (3-letter code)	Did you conduct Quality Assurance (QA) on this batch? (See below for guidelines.) Yes No
Primary Contact Person (Study Coordinator)	Has your contact information changed? Yes No
Study Coordinator Email	Total number of FFQs sent for processing
Study Coordinator Phone Number	PO or Budget Number

QUALITY ASSURANCE GUIDELINES
<ul style="list-style-type: none"> • Do <u>not</u> fold FFQs. • Do <u>not</u> burst (term for separating at the perforations) the FFQs. Send them intact. • Remove any <u>added</u> staples, paperclips or Post-it notes. • Completely fill circles with dark pencil. If marked in pen, completely cover with dark pencil. • Do <u>not</u> erase mistakes; instead, use thin correction <u>tape</u>. <ul style="list-style-type: none"> ○ A sample correction tape was included with your first FFQ order. ○ Contact us (nasr@fredhutch.org) with any questions about what correction tape to use. • Do <u>not</u> use correction <u>fluid</u> (e.g., liquid Wite-Out). • Do <u>not</u> mark (and do not use correction tape) on or near the pre-printed black marks along bottom and sides of the booklet. • FFQs must not have frayed, torn or curled edges. They should not have damage from water, food or beverages. • Labels may be used, but they must be 1 inch from any side of the booklet. Labels should be thin with no raised edges. IMPORTANT: Please contact NASR before using labels.

Please initial and date after you complete this form.

Initial: Date: