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Cc: ACTG/IMPAACT Repository Advisory Group, ACTG/IMPAACT Laboratory Technologist Committee, ACTG Laboratory Center, IMPAACT Laboratory Center, Frontier Science DMC

To: ACTG and IMPAACT Processing Laboratories

Subj: Required QA/QC utilizing LDMS Barcoding and Scanning for all Shipments to the Network Repository (BRI) and Testing Laboratories

****Please forward this information to the relevant laboratory personnel at your site****

The purpose of this memo is to inform the laboratories of a new performance quality metric for all incoming shipments to the network repository (BRI) and testing laboratories. This metric will be tracked and will be used to assess a processing laboratories' performance.

BRI is now using the barcode scanning function in the LDMS to quality control (QC) incoming shipments. It is the processing laboratories' responsibility to verify that the barcode labels on each specimen can be read PRIOR to shipment to BRI and testing laboratories. Laboratories can verify the scannability of each aliquot's barcode and position in the storage box using the barcode scanning function within the LDMS Shipment QA/QC module. In order to identify and address any issues early in the process, laboratories should visually inspect labels for accuracy upon printing and scan labels prior to freezing.

If the barcode does not scan properly during the QA/QC process, all aliquots, except viable cell and PK aliquots, must be relabeled following proper cold chain guidelines.

Note: The exclusion of viable cell and PK aliquots is due to concerns of lost viability (cells) and sample integrity (e.g. temperature unstable PK analytes) from warming during relabeling, particularly for low volume IMPAACT aliquots.

If a frozen specimen is relabeled, the condition code should be changed to RLB (relabel) and a comment ("original label was unscannable") should be added in the aliquot comment section. If a frozen CEL or PK aliquot is unscannable, the condition code is not changed, but a comment ("failed QC scan, not relabeled") must be added in the aliquot comment section.

This scannability metric will be tracked by the Data Management Center (DMC) via shipment evaluations. As of **June 01, 2021**, if a shipment contains >10% unscannable labels, the deviation will be documented on a shipment evaluation form and incur a one-point penalty (code 608). If the laboratory can demonstrate that specimens were successfully scanned as part of the shipment QA/QC process (e.g. a QA/QC report) then the penalty will be resolved.

Use the links below for guidance on performing the LDMS barcode QA/QC scanning function:

Web Users: https://www.ldms.org/resources/ldms/web/#shipping/web/shipping-qa-qc-performing.html
Window Users: https://www.ldms.org/resources/ldms/windows/#shipping/win/shipping-new-qa-qc.html
LDMS User Support: ldmshelp@fstrf.org
Contact the ACTG Laboratory Center (ACTG.labcenter@fstrf.org) or IMPAACT Laboratory Center (impaact.qaqc@fstrf.org) for questions.