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

To: ACTG and IMPAACT LDMS Laboratories

Subj: Change in Process that BRI Uses for the QC of Incoming Shipments

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

The purpose of this memo is to inform laboratories of a change in how BRI will QC incoming shipments. Up until now, BRI staff members have been visually inspecting each aliquot in a shipment. In an effort to streamline this process, BRI staff members will now use a barcode scanner to QC incoming shipments. As such, it is imperative that laboratories ensure the scanability of the barcoded samples. BRI will provide the ACTG/IMPAACT laboratory leadership with a report on the frequency of failed scans and laboratories will be notified of problems involving their specimens. There will be a phase-in period where no penalties will be formally assessed, after which the barcode scanability metric will be incorporated into the problem shipment evaluation program.

As a reminder, laboratories must perform a QA/QC of all shipments going to the network repository or to testing laboratories. This process is preferably completed using the barcode scanner function in the LDMS Shipment QA/QC module, which functions to verify the scanability of each aliquot's barcode and the aliquot's position in the freezer box. Ideally, laboratories should also scan their labels prior to aliquoting and freezing, to identify problems early in the process.

With the exception of viable cell aliquots, all aliquots must be relabeled following proper cold chain guidelines if the barcode does not scan properly during the QA/QC process; the condition code should be changed to RBL (re-label) and a comment should be added in the aliquot comment section stating that the label was replaced. For CEL aliquots, laboratories will not relabel but they must add a comment to indicate that the barcode was scanned but failed.

It is the expectation of the ACTG and IMPAACT network leadership that all laboratories must use the LDMS Shipment QA/QC Module; ideally this function should be done using a scanner. Please see references below for instructions to use this function.
https://www.ldms.org/resources/ldms/web/#shipping/web/shipping-qa-qc-performing.html
https://www.ldms.org/resources/ldms/windows/#shipping/win/shipping-new-qa-qc.html

Please contact the ACTG Laboratory Center (actg.labcenter@fstrf.org) or IMPAACT Laboratory Center (impaact.qaqc@fstrf.org), or LDMS User Support (ldmshelp@fstrf.org) for all other questions.