

### Create a Batch

View Shipment		Setup Shipment	Shipment
Batch No.	Status	Setup Date	Ship Date
8	Sent	06/Mar/2019	06/Mar/2019

**Attention** ✕

Would you like to create a shipment of individual specimens or marked items (boxes, levels, freezers) from storage?

Specimens

Storage Items

Generate Shipping batches each day to limit number of boxes being shipped

- In **View Shipment**, highlight the blank line at the bottom of the list
- Go to **Setup Shipment** --> **Select Storage Items**
  - 12 or less boxes per batch
  - One batch for NEG plasma boxes
  - One batch for NEG DBS boxes
  - One batch for all POS specimens
- Set Address to Central Lab in **Shipment Destination**
- Click the **Add** button +

View Shipment
Setup Shipment
Shipment Destination
Import

Items marked in storage

- SATELLITE LAB FREEZER
  - SHELF 1 POSITIVE PLASMA
    - PLASMA ALIQUOT 2
      - PLA-P AL2 ZW001 001
    - PLASMA ALIQUOT 3.4
      - PLA-P AL3 ZW001 001
  - SHELF 2 POSITIVE DBS
    - RACK 1
      - DBS-P ZW001 001

Add to batch

Remove from batch

Items on batch

- SATELLITE LAB FREEZER
  - SHELF 1 POSITIVE PLASMA
    - PLASMA ALIQUOT 1
      - PLA-P AL1 ZW001 001

### QA/QC

QA/QC verifies the contents of the boxes in the shipping batch using the LDMS barcode.

- Use report buttons in **View Shipment** tab to create dummy **Manifest Report** and close – *Do not print* -- **Proceed to Shipment QA/QC tab**
  - QC Plasma – A1, C2, F4, G9
  - QC DBS – one random card each box
- Click the **Save** button
- View Shipment** tab will display **In Progress**

Import
Shipment QA/QC

Shipment Type: LDMS Shipping

Lab	Receiving Lab	QA/QC	Ship Temp.
		Not performed	

1. Generate Manifest Report and Close

2. Proceed to QC/QC tab

Manifest Report

Storage Report

Shipping Container Report



**LDMS User Support**  
[www.ldms.org/contact/](http://www.ldms.org/contact/)  
 E-mail: [ldmshelp@fstrf.org](mailto:ldmshelp@fstrf.org)

## QA/QC continued

- The Container Name field lists the boxes on the shipment.
- Enter your initials in the Tech Initials field
- For PLA boxes, click in the specimen locations: A1, C2, F4, and G9
- Scan the LDMS-generated label for the indicated specimen.

SATELLITE LAB FREEZER/SHELF 1 POSITIVE PLASMA/PLASMA ALIQUOT

	1	2	3	4	5	6	7	8	9
A	OK	?	?	?	?	?	?	?	?
B	?	?	?	?	?	?	?	?	?
C	?	OK	?	?	?	?	?	?	?
D	?	?	?	?	?	?	?	?	?
E	?	?	?	?	?	?	?	?	?
F	?	?	?	!	?	?	?	?	?
G	?	?	?	?	?	?	?	?	?
H	?	?	?	?	?	?	?	?	?
I	?	?	?	?	?	?	?	?	?

Container Name: DBS-P 2w001 001  
PLA-PAL1 2w001 001

Marked Box: F, 4

Global Specimen ID: EEQ000N4-01  
Scanned Global Spec ID: Manual  
Specimen ID: 500V05000218  
Primary: BLD  
Additive: EDT  
Derivative: PL2  
Sub Add/Der: N/A  
Other Spec ID:


Group: ACTG/IMPAACT  
PID/ID1: 0666666C  
Prot/ID2: A5146  
Specimen Date: 20050110  
Specimen Time: 08:00  
Time:   
Time Unit:   
Volume: 1.00 ML  
VID: 0 Ent

QA/QC Tech Initials: FS

Specimen Management Comments:

Operations: Pass Aliquot (Alt-Z), Fail Aliquot (Alt-X)

	1	2	3	4	5	6	7	8	9
A	Scan								
B									
C		Scan							
D									
E									
F				Scan					
G								Scan	
H									
I									EMPTY

- For DBS bags, click on ONE random specimen and scan
- Click Save on the LDMS toolbar. 
- The QA/QC Status column on the View Shipment tab will always display In Progress.

**Any specimen failure requires QA/QC of the full box.**

## LDMS Shipping File

- Select **LDMS file** → click **Ship**
- Shipping temp: **Techni Ice**
- Save to C:\
- Use report buttons on **View Shipment** tab to create **Manifest Report** and **Box Report**
- Print first page** of each, place in shipping container with flash drive
- Export both reports as PDF. Save on flash drive with shipping file
- The LDMS Shipping file will be in a file folder with the same number as shipping batch. Transfer to flash drive

## After Shipping

In the Storage module

- Use the **Ship Check** function in the **Search** tab once specimens are successfully received at their destination (See Storage Quick Reference guide)
- To add a new box in the empty rack space, use the **Details** button: **Rename** boxes as labeled

### Notes:

- When creating the shipping file Invalid Frozen date/time errors require the Specimen date and time to be edited before the item can be shipped



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