LDMS™

Quick Reference Guide for Shipping

Create a Batch

Batch No.	Status	Setup Date	Ship Da
8	Sent	06/Mar/2019	06/Mar/201

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

1. In **View Shipment**, highlight the blank line at the bottom of the list

2. 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

3. Set Address to Central Lab in **Shipment Destination**

4. **Click** the **Add** button ➕

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.

1. 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

2. Click the **Save** button

3. **View Shipment** tab will display **In Progress**

Shipment Type: LDMS Shipping

2. Proceed to QC/QC tab

ab	Receiving Lab	QA/QC	Ship Temp.
		Not performed	

1. Generate Manifest Report and Close

[Manifest Report] [Storage Report] [Shipping Container Report]

- 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.

- 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

1. Select **LDMS file** → click **Ship**

2. Shipping temp: **Techni Ice**

3. Save to C:\

4. Use report buttons on **View Shipment** tab to create **Manifest Report** and **Box Report**

5. **Print first page** of each, place in shipping container with flash drive

6. Export both reports as PDF. Save on flash drive with shipping file

7. 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**