Date: November 5, 2014

To: ACTG and IMPAACT Laboratory Staff

From: Frontier Science

Subject: LDMS Condition Code Usage

LDMS condition codes should be utilized to indicate when expected specimens are not collected or specimen issues are encountered during processing. In addition, the *Reasons Sample Not Collected* field in the Primary and Aliquot Details windows of the LDMS can be utilized to document why expected samples are not available. This recommendation replaces the former procedure of deleting or not logging specimens that were not received or processed in the laboratory.

The following tools accompany this memo and are available on the LDMS documentation page of the FSTRF portal, to assist in the assignment of the appropriate condition codes:

- *Using LDMS Condition Codes for ACTG and IMPAACT Specimens*
- *ACTG/IMPAACT Condition Code Workflow*

The *Utilizing LDMS Condition Codes for ACTG and IMPAACT Specimens* document outlines scenarios for the appropriate use of conditions codes, as well as whether a particular condition code will trigger a "never store" flag. The *Condition Codes Flow Chart* is an additional tool available to assist in the selection of an appropriate condition code for common scenarios typically encountered in a processing laboratory.

Additionally, the use of FSTRF-defined preloads for available protocols makes it easier for laboratory staff to enter samples into LDMS by pre-populating the specimen entry screen with expected specimens. Specimen information is preloaded based on the protocol-defined collections and required processing for ACTG and IMPAACT study visits. FSTRF-defined preloads, combined with the new logic and standardized assignment of condition codes, will reduce queries to laboratories by allowing labs to clearly document both expected and actual specimen collections and processing.

Please direct any questions to LDMS User Support or the LDMS Training Team:
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