



To: ACTG Laboratories  
From: ACTG Laboratory Science Group  
Date: Friday, August 12, 2016  
Subject: Electronic LDMS File Submission Update

Dear ACTG Laboratories

Due to security concerns, the LDMS-generated electronic shipping file can no longer be placed on external media (floppy disks, CDs or thumb drives). Therefore, going forward (effective today), please send all batch files as an email attachment to [brirepository@afbr-bri.com](mailto:brirepository@afbr-bri.com) when you send your shipping notification to BRI per SOP 144 "[Shipment of Clinical Specimens to the ACTG Specimen Repository](#)"

Please note that SOP 144 "[Shipment of Clinical Specimens to the ACTG Specimen Repository](#)" will reflect this change in October after its scheduled annual review. In the interim please file this memo for your records.

Please share this with the appropriate laboratory staff and contact the ACTG Laboratory Science Group [ACTGLaboratoryCoordination@s-3.com](mailto:ACTGLaboratoryCoordination@s-3.com) or BRI [brirepository@afbr-bri.com](mailto:brirepository@afbr-bri.com) if you have any questions.

Thank you,

ACTG Laboratory Science Group