



**Date:** May 9, 2014

**From:** ACTG Network Laboratory Principal Investigator: Dr. Robert Coombs

**Cc:** ACTG/IMPAACT Laboratory Technologist Committee,  
ACTG NCC Laboratory Science Group,  
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**To:** ACTG Laboratories

**Subject:** Separate shipments for ACTG and IMPAACT studies

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

World Courier will no longer allow the ACTG to manage shipments for both ACTG and IMPAACT networks together; therefore, **effective immediately, ACTG Clinical Research Site (CRS) laboratories that are conducting protocol testing for both the ACTG and IMPAACT networks may not ship ACTG and IMPAACT specimens together in the same shipment to BRI for specimen storage.**

**Every air waybill** for shipments to BRI and for shipments to other laboratories, as instructed by ACTG protocols and Laboratory Processing Charts (LPCs), where the ACTG World Courier shipping account is used, must include the following information:

1. Clearly identify that the shipment includes specimens from ACTG clinical trials. "For ACTG Network"
2. Include specimen protocol number(s): A5282, A5279, etc.
3. Indicate the number of the specimens being shipped; A5282 – 100 PLA, 200 SER
4. CRS number sending the shipment
5. Laboratory LDMS number

The ACTG Leadership and Operations Center at Brigham and Women's Hospital will be querying any ACTG CRS for this information if not included on the shipment air way bill.

As a reminder, **shipping supplies cannot be charged to the ACTG World Courier account.** Shipping supplies are always a Clinical Research Site cost.

Your prompt attention to implementing this change is appreciated. Please contact the ACTG Network Coordinating Center (NCC) Laboratory Science group, [actglaboratorycoordination@s-3.com](mailto:actglaboratorycoordination@s-3.com), if you have any questions or concerns with the content of this memo.