



**Date:** February 28, 2014

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

**Cc:** ACTG/IMPAACT Laboratory Technologist Committee,  
ACTG Laboratory Science Group,  
IMPAACT Central Laboratory

**To:** ACTG Laboratories

**Subject:** ACTG Repository Shipping Policy Update

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

The purpose of this memo is to inform laboratory and site personnel of an update to the ACTG Repository shipping policy. ACTG SOP 144, section 4.3.2 will be amended to align with this policy change.

Personnel responsible for shipping ACTG protocol specimens to the ACTG Repository at Biomedical Research Institute (BRI) were previously required to sort and ship all specimens designated for storage in -70°C freezers (e.g. serum plasma pellets, etc) separately by protocol. The ACTG Laboratory Principal Investigator, Dr. Robert Coombs, John Ward, BRI Manager, and the Repository Advisory Group (RAG), have decided to **allow all specimens designated for storage in -70°C freezers from multiple protocols to be shipped together to BRI in the same freezer storage box, provided that the shipment contains all required shipping contents, the specimens are properly labeled and the freezer storage box is full.**

Except for this update to section 4.3.2, all other shipping instructions for ACTG Repository shipments (ACTG SOP144) remain in force.

Reminder: Cryopreserved viable PBMCs must continue to be packaged together in LN<sub>2</sub> rated fiberboard freezer storage boxes with vent holes; partial boxes continue to be acceptable. Other specimen types must not be stored in freezer storage boxes containing cryopreserved PBMCs.

Reminder: Be sure to quality control (QC) all specimen labels, whether computer generated or handwritten, to ensure legibility by the ACTG Repository and protocol testing laboratories.

Refer to SOP 144 "Shipment of Clinical Specimens to the ACTG Specimen Repository" for full instructions on shipments:  
<https://actgnetwork.org/sites/default/files/Specimen%20Repository%20SOP%20ACTG-144.pdf>.

Note that section 4.3.2 of ACTG SOP 144 will be updated to align with this policy change.

Please contact the ACTG Laboratory Science group ([actglaboratorycoordination@s-3.com](mailto:actglaboratorycoordination@s-3.com)) if you have any questions.