

Appendix B: Problem Shipment Reference Sheet for Recipient/ Data Center Use

Shipping Problems Reportable to the DMC

I. Documentation Problems:

A. Missing Paperwork/Shipping File

- CRF-protocol specific, for testing labs only (code 101)
- Manifest –paper (code 102)
- Boxmap-paper (code 103)
- Shipping File-electronic (code 105)
- FAX or e-mail notification missing (code 106)

Resolved?

- Yes No
- Yes No
- Yes No
- Yes No
- Yes No

B. Paperwork/Shipping File Errors

- File doesn't work, FAX/Email contains incorrect information (code 201)
- Incomplete shipping notification or missing files (code 207)
- Shipping File/Manifest/Specimen mismatch (code 208)
- Other manifest problems, e.g. not legible (code 209)

- Yes No
- Yes No
- Yes No
- Yes No

II. Packaging Issues

A. Shipping containers

- Insufficient dry ice- package received on time, but thawed (code 301)
- Improper packaging used (code 302)
- Improper labeling (code 303)
- Unacceptable container/packaging, e.g. CEL shipped on Dry Ice (code 304)

- Not resolvable- (see scoring table)
- Not resolvable- (see scoring table)
- Not resolvable- (see scoring table)
- Not resolvable-(see scoring table)

B. Specimen/Container Problems

- Wrong/mislabeled container, e.g. no plastic freezer boxes (code 402)

Not resolvable- (see scoring table)

III. Specimen/ACTG-IMPAACT Issues

A. Organizational problems

- Boxes mixed ACTG/IMPAACT/Other (code 501)
- Vials out of order in box / CEL not in separate box (code 502)
- Partial boxes lack explanation (code 504)

- Not resolvable- (see scoring table)
- Not resolvable- (see scoring table)
- Yes No

B. Labeling/Derivative problems

- Label/Manifest mismatch, e.g. date discrepancy (code 601)
- Wrong specimen type (code 602)
- Identifier mismatch/NO or WRONG specimen sent (code 604)
- Improper use of identifiers, e.g. participant's names (code 605)
- Other labeling problems/missing codes (code 606)
- No LDMS barcode label on tube(s), unless appropriate (code 608)

- Yes No
- Yes No
- Yes No
- Not resolvable- (see scoring table)
- Yes No
- Yes No

C. Miscellaneous problems

- Shipment sent after deadline (code 701)
- Sent against recipient's schedule (code 702)
- >10% errors in a given shipment/box (code 703)

- Not resolvable- (see scoring table)
- Not resolvable- (see scoring table)
- Not resolvable- (see scoring table)

IV. Carrier Issues

- Shipment Delayed by carrier- package thawed (code 801)

Not resolvable- (see scoring table)

V. Other: (code 901)

- Yes No