

ACTG/IMPAACT Shipment Checklist

Completing this checklist is required for all non-US shipments to BRI, and optional for domestic shipments.

All requirements in ACTG- SOP144 (<https://member.mis.s-3.net/cms/fpage/6172/1290>) or the IMPAACT Manual of Operations (<https://www.impaactnetwork.org/resources/manual-procedures>) must also be met.

Shipment Date	Courier Airway Bill #
Lab or Site #	Batch Number(s)

PRIOR TO SHIPPING DAY:

- ☐ 1. Contact the courier and establish a tentative shipment date. *Note:* For non-US shipments, the courier or the shipper is responsible for obtaining the LOC approval for the shipment.
- ☐ 2. Ensure appropriate shipping containers and supplies are available on-site.
- ☐ 3. Ensure that dry ice or liquid nitrogen, as appropriate, is available for the shipment. Order dry ice and/or charge LN2 dry shipper as applicable.
- ☐ 4. Complete the LDMS QA/QC Module by scanning all the specimens in the shipment. Rectify all discrepancies prior to the shipment.
- ☐ 5. Label each storage container with: LDMS Shipment Number (batch number), box name/number, sending and receiving lab or site #, orientation mark.
- ☐ 6. Contact BRI and confirm that the shipping date is acceptable.

ON SHIPPING DAY:

- ☐ 1. Print Shipping Manifest and Shipping Container Reports and include them in the shipment.
- ☐ 2. Package specimen boxes per IATA/ICAO regulations.
- ☐ 3. Add sufficient dry ice and ensure LN2 dry shipper is appropriately charged.
- ☐ 4. Ensure the shipment is packed in compliance with all IATA/ICAO regulations and the airway bill is signed (if required) by an IATA/ICAO certified shipper.
- ☐ 5. Email the completed ACTG/IMPAACT AMBIENT/REFRIGERATED/FROZEN SHIPMENT NOTICE (<https://www.hanc.info/resources/sops-guidelines-resources/laboratory/actg-impaaact-laboratory-resources.html>), LDMS Shipping File, and a copy of this checklist to BRI.

Appendix A: ACTG/IMPAACT Shipment Evaluation Form will be completed and emailed to your laboratory once the repository receives your shipment. Please respond within one week (five business days) to any issues noted in the form.