

ACTG/IMPAACT SPECIMEN SHIPMENT NOTICE

INSTRUCTIONS: Email a copy of the completed Shipment Notice to the recipient/consignee **on the day of or prior to** shipping specimens. In addition, when shipping to the biorepository, all requirements outlined 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 be met.

NOTE: Prenotification of international shipments must be emailed and approved by the repository **BEFORE** the shipment is sent.

RECIPIENT INFORMATION:

Recipient's Name:		Recipient's Email:	
Recipient's Phone:		Recipient Lab number/Name:	

SHIPMENT INFORMATION:

Shipper's lab or site #:		Courier Airbill #:	
Shipper's Network Affiliation:	<input type="checkbox"/> ACTG <input type="checkbox"/> IMPAACT <input type="checkbox"/> OTHER:	LDMS Manifest Report:	<input type="checkbox"/> YES <input type="checkbox"/> NO*
Shipper's Name:		Case Report Forms (CRF):	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Required
Shipper's Phone:		LDMS File Sent by Email:	<input type="checkbox"/> YES <input type="checkbox"/> NO*
Date of Shipment (DDMmmYYYY):		LDMS Shipment (Batch) Number(s)	
Courier Service (e.g., FedEx, World Courier, etc.):			
*Other Relevant Information (e.g., Partial box explanation, PBMC shipment, or explanation for missing paperwork, etc.)			
Description of shipping container(s) (color, size, manufacturer type) in case of loss by courier.			

SPECIMEN INFORMATION:

Type of Shipment (Circle/Check the appropriate type):	<input type="checkbox"/> Category B (Diagnostics) <input type="checkbox"/> Category A (Infectious) <input type="checkbox"/> Exempt Specimen(s)					
Shipping Condition (Circle/Check the appropriate condition):	<input type="checkbox"/> Dry Ice <input type="checkbox"/> Dry Shipper (LN ₂) <input type="checkbox"/> Ambient <input type="checkbox"/> Refrigerated/Gel Packs					
Number of Primary Containers (e.g., blood tubes (ambient) or cryovials (frozen):						
Specify Protocol # for batched shipments (e.g., Quest, Fisher, and BRI):	Protocol #1:		Protocol #5:		Protocol #9:	
	Protocol #2:		Protocol #6:		Protocol #10:	
	Protocol #3:		Protocol #7:		Protocol #11:	
	Protocol #4:		Protocol #8:		Protocol #12:	