

ACTG/IMPAACT International Shipment Checklist

Version 3.0
01 Sept 2015

Instructions: Please fax and/or email the completed checklist with the ACTG/IMPAACT Ambient/Refrigerated/Frozen Shipment Notice found at the following links BEFORE shipping specimens to the ACTG Specimen Repository (BRI).

ACTG: <https://member.actgnetwork.org/cms/folder/7269>

IMPAACT (HANC):

<https://www.hanc.info/labs/labresources/procedures/Pages/actgImpaactLabManual.aspx>

| | |
|---------------|--------------|
| Shipment Date | Courier |
| Sender | Batch Number |

NOTE: All requirements in ACTG- SOP144 (<https://actgnetwork.org/about-actg/bylaws-sops-guidelines>) or the IMPAACT Manual of Operations must also be met.

PRIOR TO SHIPPING DAY

- 1. Has the courier been contacted and a tentative shipment date established?
- 2. Is an appropriate shipping container on-site?
- 3. Are all necessary shipping supplies on-site?
- 4. If the shipment contains frozen specimens, has an appropriate amount of dry ice or liquid nitrogen been ordered for the shipment date?
- 5. Have all specimen boxes been 100% QC'd against the Shipping Container Report?
- 6. If applicable, have all discrepancies been rectified?
- 7. Does each specimen container have "From: your site number, To: BRI, the batch number, the shipping date and BRI box number x" written on both the lid and box?
- 8. Has the Repository been contacted and has a confirmation been sent that confirms that the shipping date is acceptable?

ON SHIPPING DAY

- 1. Have the Shipping Manifest and Shipping Container Reports been printed?
- 2. Has a shipping diskette/CD been created and verified?
- 3. Has "From: your site number, To: BRI, the batch number, and the shipping date" been written on the diskette/CD?
- 4. Have specimen boxes been wrapped in absorbent material and are the boxes placed within an approved secondary leak-proof packaging that is part of an approved system that is in compliance with IATA/ICAO regulations?
- 5. Has a sufficient amount of dry ice or liquid nitrogen been included in the shipment(s)?
- 6. Is the shipment packed in compliance with all IATA/ICAO regulations and signed by an IATA/ICAO certified shipper?
- 7. Have the *Shipment Notification Form* (<https://www.hanc.info/labs/labresources/procedures/Pages/actgImpaactLabManual.aspx>) and a copy of this checklist been faxed and/or sent electronically to the shipment recipient?
- 8. Has a copy of this checklist been included with the shipment?

A Shipment Evaluation form will be completed and faxed or 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.