

REPOSITORY INSTRUCTIONS FOR PASS THROUGH SHIPMENTS

Note: Pass-Through shipments may not always be available due to the need of a MTA agreement between some sites and the protocol designated testing laboratory. Refer to the protocol LPC for shipping instructions.

1. Pack the specimens according to network/protocol requirements as stated in protocol specific documents (e.g., Laboratory Processing Chart, Manual of Operations). Address the Saf-T-Pak/World Courier secondary packaging to the final shipment destination with the Recipient Laboratory Name and LDMS Number

Example: Laboratory Name, LDMS Number

2. Place the secondary packaging within a box, and address the outer box to the BRI repository:

Biomedical Research Institute
c/o John C. Ward, Jr.
9410 Key West Avenue, 1st floor Rockville, MD 20850
Phone: (301)881-7636
Fax: (301)770-9811
Email: brirepository@afbr-bri.com

3. Be sure to include the correct "Pass Through" shipping notice (Example: Appendix 1) inside the box addressed to BRI.
4. Be sure to send any necessary CRFs to the testing laboratory. Place all shipping documents for the testing laboratory in a separate plastic see-through envelope separate from other BRI documents (Example: Appendix 2).
5. Laboratories may include repository specimens for storage in BRI pass-through shipments, but they must be packaged separately:
 - a. Specimens destined for repository storage and/or for pass-through, must be placed in individual storage boxes and packaged within appropriate secondary packaging (e.g., STP-711 polybag and STP-710 Tyvek sleeve, or other IATA approved secondary containment).
 - b. Specimens destined for repository storage and/or for pass-through also requires separate containment of appropriate documentation as required for each type of shipment (e.g., manifest, box map, import file, etc.).
 - c. Do not mix pass-through and repository specimens in the same specimen storage box.
6. Indicate in the Explanation box on the shipment notice form that this is a "Pass-Through Shipment" going to the testing laboratory. Please include the testing laboratory LDMS number, shipping address, contact phone, contact FAX, and contact email.
 - a. Example:
Laboratory Name, LDMS Number
Shipping Address Line 1
Contact Phone: (123)456-7689
Contact Fax: (123)456-9876
Contact Email: jdoe@abc.edu
 - b. If the sending laboratory would like to track the shipment once it is redirected from BRI to the next laboratory, please provide BRI with a **single** email address that can be added to the shipment that is set up by BRI. This email address must be included in the fax notification and included in the Pass-Through Notice below.

Appendix 1: ACTG Repository Pass-Through Shipments Notice Example

Instruction for Shipping Sites and Labs:

Please copy this Pass-through instruction document and include inside the outer box shipped to BRI. See Pass-through packaging schematic on ACTG Protocol Specific Web Page.

ACTG/IMPAACT [Protocol Number] Pass-Through Samples- BRI Notice

BRI LDMS Inventory/Storage Not Required

Shipments to final destination should be scheduled for arrival on Tuesday through Thursday only

Refresh dry ice as appropriate and ship to:

LDMS Lab #

Laboratory Name
Shipping Address

Contact Phone: (123)456-7689
Contact Fax: (123)456-9876
Contact Email: jdoe@abc.edu

Please direct shipping questions to:

Contact Name
Contact email address

**Please send
shipment tracking
information to:**

Original Shipping lab #
Contact name
Email address

Appendix 2: ACTG Repository Pass-Through Shipments Packing Overview

ACTG/IMPAACT (BRI) Repository Pass-Through Shipments: Packing Overview

