



Instructions for Ordering VQA Laboratory Reagents on the HANC Portal

Start at Step 4 if you have accessed the HANC Portal on or after July 30th, 2021.

Step 1: Set up or Identify your Microsoft Hosted Account

A Microsoft hosted account is required to be able to access the new HANC Portal and place reagent orders using the VQA Lab Reagent Order Form. This is because the new HANC Portal exists within the Microsoft Azure cloud platform.

Two types of Microsoft hosted accounts exist:

- **Work or School Account:** This account is created by your organization to give you access to Outlook or Microsoft cloud services like Office 365. Not sure whether you have a Work or School account? Go to <https://www.office.com/> and attempt to sign in using your organizational email address.
- **Microsoft/Personal Account:** This account is created by a user for personal use to access consumer Microsoft products and services like Hotmail or OneDrive. Not sure whether you have a Personal account? Lookup your username here: <https://account.live.com/username/recover>

If you already have a Microsoft hosted account, proceed to Step 2.

If you do not have a Microsoft hosted account:

- Go to <https://account.microsoft.com/account?lang=en-us>
- Select “Create a Microsoft Account”
- Follow the prompts to continue creating your Microsoft account

Step 2: Email HANC to Request HANC Portal Access

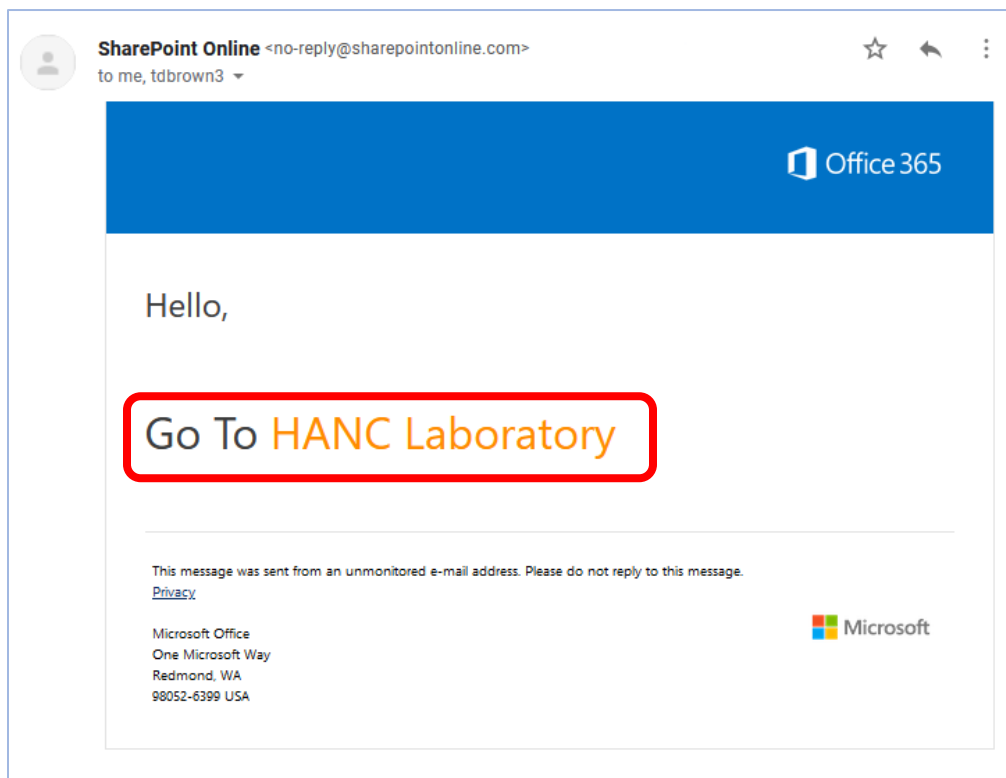
Once you have a Microsoft hosted account, please provide the email address associated with the account to HANC (portalsupport@hanc.info). Please include in your email:

- Your name (First and Last)
- The email address associated with your Microsoft hosted account
- Your VQA lab number and/or lab name

Step 3: Receive Email Invitation to Visit the HANC Portal

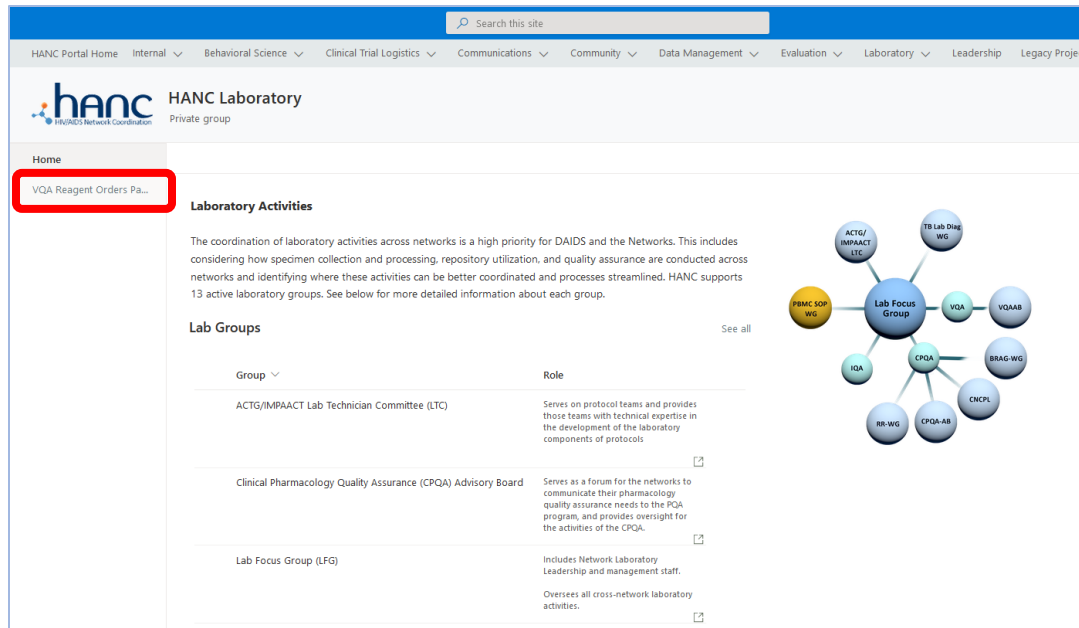
After you provide HANC with the information regarding your Microsoft hosted account, you will receive an email invitation to access the HANC Portal. This invitation will come from no-reply@sharepointonline.com. If you do not see the email in your inbox, please check your spam folder.

Click on the [Go to HANC Laboratory](#) link provided in the invite. Once you've accepted the invitation, you will have access to the HANC portal.



Step 4: Open the VQA Reagent Orders Page

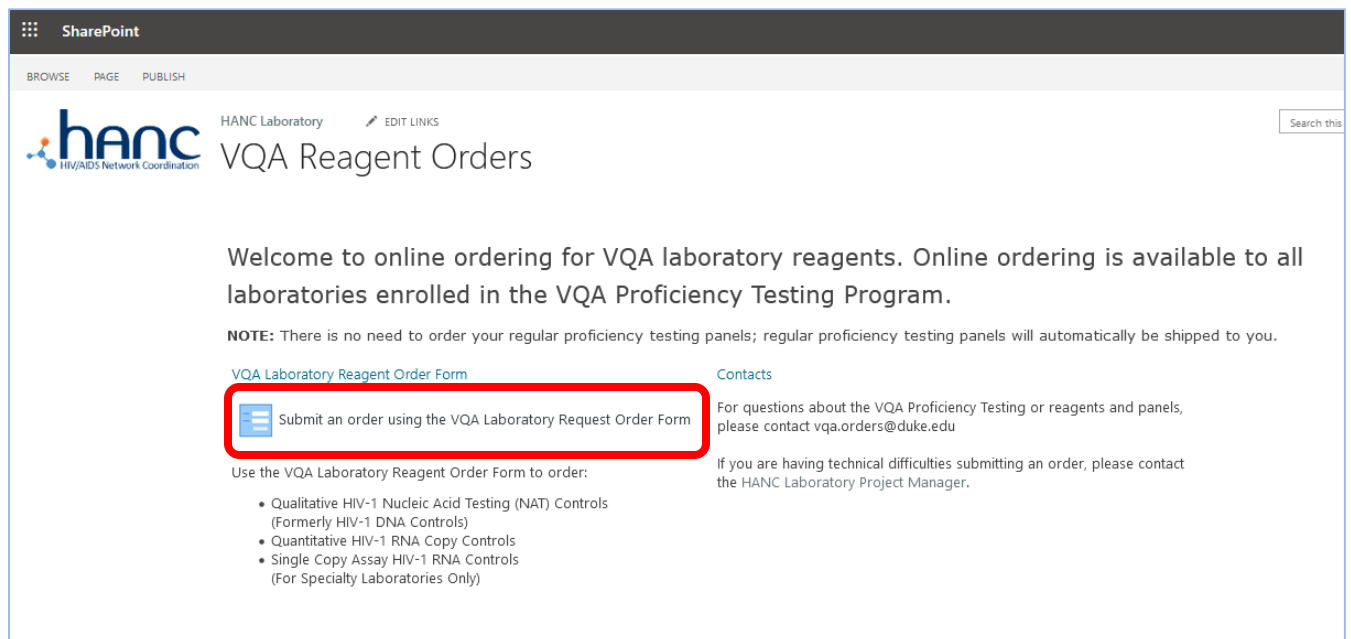
From the [HANC Laboratory page](#), select [VQA Reagent Orders Page](#) in the left navigation menu.



The screenshot shows the HANC Laboratory portal. The left navigation menu has 'VQA Reagent Orders Pa...' highlighted. The main content area includes a search bar, navigation tabs, and a 'Home' section. Below 'Home', there is a 'VQA Reagent Orders Pa...' link highlighted in a red box. The 'Laboratory Activities' section describes the coordination of laboratory activities across networks. The 'Lab Groups' section includes a table with the following data:

Group	Role
ACTG/IMPACT Lab Technician Committee (LTC)	Serves on protocol teams and provides those teams with technical expertise in the development of the laboratory components of protocols
Clinical Pharmacology Quality Assurance (CPQA) Advisory Board	Serves as a forum for the networks to communicate their pharmacology quality assurance needs to the PQA program, and provides oversight for the activities of the CPQA.
Lab Focus Group (LFG)	Includes Network Laboratory Leadership and management staff. Oversees all cross-network laboratory activities.

Step 5: Open a new VQA Laboratory Request Order Form




The screenshot shows the VQA Reagent Orders page on the SharePoint portal. The page title is 'VQA Reagent Orders'. The main content area includes a welcome message, a note, and a red box highlighting the 'Submit an order using the VQA Laboratory Request Order Form' link. The page also includes a 'VQA Laboratory Reagent Order Form' link and a 'Contacts' section.

Use the VQA Laboratory Reagent Order Form to order:

- Qualitative HIV-1 Nucleic Acid Testing (NAT) Controls (Formerly HIV-1 DNA Controls)
- Quantitative HIV-1 RNA Copy Controls
- Single Copy Assay HIV-1 RNA Controls (For Specialty Laboratories Only)

Step 6: Fill Out and Submit a VQA Laboratory Request Order Form



VQA Laboratory Reagent Order Request Form

Requester Information

Requester name:

Requester Email: Requester Phone Number:

VQA Lab: Lab Number:

Regular Shipment
 Special Request

Regular Shipment: Regular full shipments occur on the second Monday of every month for the US and Canada. World Courier and Block shipments occur when approval to send is granted.
Special Request: Full number required for supplemental or expedited shipments in the US and Canada. Does not apply to international shipments with World Courier or Block.

Date Needed: Fed Ex Number:

Only required for special requests

Order Information

- Select the quantity for each item you would like to order.
- Indicate which assay you'd like used (where appropriate).

Qualitative HIV-1 Nucleic Acid Testing (NAT) Controls (Formerly HIV-1 DNA Controls)

Item	Quantity	Note
HIV NAT RT Control Set	<input type="text"/>	Lot# of last control set used: <input type="text"/> Set of 40 real-time extraction controls in 100µl frozen whole blood (RW), or salt in ether (OE) format.
HIV NAT Control Set	<input type="text"/>	Derivative: <input type="text"/>

For qualitative assay or instrument validation control sets, please contact the VQA Program at vqa-ina@duke.edu

Quantitative HIV-1 RNA Copy Controls

Item	Quantity	Note
HIV RNA Copy Control 0 qn/mL (1.2 mL)	<input type="text"/>	Intra-1hr, culture 3, diluted in defibrinated human plasma. Indicate the number of aliquots required.
HIV RNA Copy Control 50 qn/mL (1.2 mL)	<input type="text"/>	Intra-1hr, culture 3, diluted in defibrinated human plasma. Indicate the number of aliquots required.
HIV RNA Copy Control 200 qn/mL (1.2 mL)	<input type="text"/>	Intra-1hr, culture 3, diluted in defibrinated human plasma. Indicate the number of aliquots required.
HIV RNA Copy Control 1500 qn/mL (1.2 mL)	<input type="text"/>	Intra-1hr, culture 3, diluted in defibrinated human plasma. Indicate the number of aliquots required.
HIV RNA Copy Control 15,000 qn/mL (1.2 mL)	<input type="text"/>	Intra-1hr, culture 3, diluted in defibrinated human plasma. Indicate the number of aliquots required.
HIV RNA Copy Control 150,000 qn/mL (1.2 mL)	<input type="text"/>	Intra-1hr, culture 3, diluted in defibrinated human plasma. Indicate the number of aliquots required.
HIV RNA Copy Control 1,500,000 qn/mL (1.2 mL)	<input type="text"/>	Intra-1hr, culture 3, diluted in defibrinated human plasma. Indicate the number of aliquots required.

For quantitative assay or instrument validation control sets, please contact the VQA Program at vqa-ina@duke.edu

Single Copy Assay HIV-1 RNA Controls (For Speciality Laboratories Only)

Item	Quantity	Note
HIV RNA Copy Control 0 qn/mL (1.8 mL)	<input type="text"/>	Intra-1hr, culture 3, diluted in defibrinated human plasma. Indicate the number of aliquots required.
HIV RNA Copy Control 5 qn/mL (1.8 mL)	<input type="text"/>	Intra-1hr, culture 3, diluted in defibrinated human plasma. Indicate the number of aliquots required.
HIV RNA Copy Control 20 qn/mL (1.8 mL)	<input type="text"/>	Intra-1hr, culture 3, diluted in defibrinated human plasma. Indicate the number of aliquots required.

Comments:

Save and Submit
Cancel