

# Procedures for Enrolling and Removing DAIDS-funded Network Labs in the UKNEQAS Program

## Enrolling a new non-US Network CD4 laboratory in the UKNEQAS Program

**Step 1:** The Network Laboratory Manager (or other source\*) determines a need to enroll a new non-US CD4 laboratory in the UKNEQAS and sends a request via email to Daniella Livnat ([DLIVNAT@niaid.nih.gov](mailto:DLIVNAT@niaid.nih.gov)) at DAIDS. This request should include:

- o Laboratory Name
- o Laboratory Address
- o Name and email address for a contact in the lab
- o Network affiliation(s)
- o Associated Clinical Research Site(s) (i.e. for which clinics/sites does this lab do CD4 testing)

*\*If Daniella receives a request from a source other than the Network Laboratory Manager she will check with the Network Laboratory Manager about the merit of such a request before giving approval.*

**Step 2:** Daniella informs the IQA via email about the approved request.

**Step 3:** The IQA emails the lab using standard language and attaches the Laboratory Questionnaire. The IQA copies Daniella and the network lab logons/alias lists ([networklab@hptn.org](mailto:networklab@hptn.org), [ACTG.XLAB@fstrf.org](mailto:ACTG.XLAB@fstrf.org), [vtn.LabQC.Intl@hvtv](mailto:vtn.LabQC.Intl@hvtv), [impaact.qaqc@fstrf.org](mailto:impaact.qaqc@fstrf.org), [mtnnetworklab@mtnstopshiv.org](mailto:mtnnetworklab@mtnstopshiv.org))

**Step 4:** Upon receipt of the Laboratory Questionnaire from the lab, the IQA notifies the UKNEQAS to enroll the new lab, copying Daniella, the network lab logons/alias lists ([networklab@hptn.org](mailto:networklab@hptn.org), [ACTG.XLAB@fstrf.org](mailto:ACTG.XLAB@fstrf.org), [vtn.LabQC.Intl@hvtv](mailto:vtn.LabQC.Intl@hvtv), [impaact.qaqc@fstrf.org](mailto:impaact.qaqc@fstrf.org), [mtnnetworklab@mtnstopshiv.org](mailto:mtnnetworklab@mtnstopshiv.org)) and Kurt Michael for SMILE. It is likely that SMILE will be paying for the PT panels.

**Step 5:** A discussion about shipping the PT panels to the lab will need to occur among the IQA, the Network Lab Manager, SMILE, UKNEQAS and Daniella to determine the most appropriate method to ensure receipt of panels at the lab.

**Step 6:** A 20 member qualification panel will be prepared by UKNEQAS and sent to the site as the first panel the site will complete. This will provide more rapid assessment of the lab performance than will waiting for several regular sets of panels.

## Designating a CD4 lab that already participates in the UKNEQAS as a DAIDS Lab with IQA oversight:

**Step 1:** Network Laboratory Manager (or other source\*) determines a need to designate a non-US CD4 laboratory that is already enrolled in the UKNEQAS as a DAIDS lab, and forwards a request to Daniella Livnat at DAIDS. This request should include:

- o Laboratory Name
- o Laboratory Address
- o UKNEQAS number, if available
- o Name and email address for a contact in the lab
- o Network affiliation(s)
- o Associated Clinical Research Site(s) (i.e. for which clinics/sites does this lab do CD4 testing)

*\*If Daniella receives a request from a source other than the Network Laboratory Manager she will check with the Network Laboratory Manager about the merit of such a request before giving approval.*

**Step 2:** Daniella informs the IQA via email about the approved request.

**Step 3:** The IQA notifies the UKNEQAS to designate the new lab as a DAIDS lab, requesting that the discounted price be extended to the lab. The IQA copies Daniella and the network lab logons/alias lists ([networklab@hptn.org](mailto:networklab@hptn.org), [ACTG.XLAB@fstrf.org](mailto:ACTG.XLAB@fstrf.org), [vtn.LabQC.Intl@hvtn](mailto:vtn.LabQC.Intl@hvtn), [impaact.qaqc@fstrf.org](mailto:impaact.qaqc@fstrf.org), [mtnnetworklab@mtnstopshiv.org](mailto:mtnnetworklab@mtnstopshiv.org)) on this communication.

### **Removing a CD4 Lab from the UKNEQAS Program:**

**Step 1:** Network Laboratory Manager notifies Daniella that the services of a certain CD4 laboratory are no longer needed. *If this notification comes from another source (including the lab itself), Daniella will confirm the merit of this information with the appropriate Network Lab Manager.*

**Step 2:** Daniella checks for the various affiliations of the lab to ensure that removal of the lab from the DAIDS system is appropriate.

**Step 3:** If removal is warranted Daniella informs the IQA, copying the network lab logons/alias lists ([networklab@hptn.org](mailto:networklab@hptn.org), [ACTG.XLAB@fstrf.org](mailto:ACTG.XLAB@fstrf.org), [vtn.LabQC.Intl@hvtn](mailto:vtn.LabQC.Intl@hvtn), [impaact.qaqc@fstrf.org](mailto:impaact.qaqc@fstrf.org), [mtnnetworklab@mtnstopshiv.org](mailto:mtnnetworklab@mtnstopshiv.org)) and SMILE.

**Step 4:** The IQA informs the UKNEQAS.

**Step 5:** Daniella sends a letter to the lab, copying the network lab logons/alias lists ([networklab@hptn.org](mailto:networklab@hptn.org), [ACTG.XLAB@fstrf.org](mailto:ACTG.XLAB@fstrf.org), [vtn.LabQC.Intl@hvtn](mailto:vtn.LabQC.Intl@hvtn), [impaact.qaqc@fstrf.org](mailto:impaact.qaqc@fstrf.org), [mtnnetworklab@mtnstopshiv.org](mailto:mtnnetworklab@mtnstopshiv.org)), the IQA, SMILE and UKNEQAS.