

## 1. How to Complete a DAL (Title Slide)

## 2. Topic Overview

This video tutorial covers the following topics:

- Loading a DAL,
- Completing a DAL, and
- Submitting a DAL.

## 3. Loading a DAL

The Domestic Analyte List (or DAL) is the list of the site's laboratories in the United States that have CAP, CLIA, or equivalent certifications, and will be utilized to perform all of the study required testing.

There may be analytes listed on the laboratory processing chart (or the LPC) that will not be found on the DAL. These analytes will be sent to central, or specialty labs determined by the study, and therefore the Lab Center will collect any required documentation, so there are no additional items to complete for the central or specialty labs.

We will be using as an example the site Boston Medical Center ACTG CRS Example Study 0 for the purposes of this demonstration. If you have multiple studies, you have the option of filtering the list by study name. Select Load next to the site and study corresponding to the DAL that you want to complete.

## 4. Completing a DAL

Once the DAL is loaded, you will see several rows corresponding to all of the study required analytes. Here we will be using the analyte ALT as an example. To complete the DAL, for each analyte, select the pencil or stylus icon located here, to load a dropdown menu, where you will select the appropriate lab from the site's affiliated testing laboratories. Select the laboratory that will be used for that analyte, and it will populate on the DAL.

If you are using the same lab for all analytes in the survey grouping, for example all of the hematology or chemistry analytes, select the checkbox for "Apply to all unassigned analytes in this survey grouping." This will auto-populate the same lab across all analytes in the survey grouping, helping to complete the DAL more efficiently.

If the laboratory you expect to use is not listed, please contact the protocol's Lab Center representative to have that list updated.

Once the labs have been selected, the DAL will indicate if a current CAP or CLIA or equivalent provider certification is on file with the Lab Center. If the certification document is on file, you will have an opportunity to view and verify the document. If not, you will need to upload the certification document. Select the upload icon, complete all the required fields, including the document type, name, and certification details. You can drag and drop your document or

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upload it from your local files. Once all fields have been completed, select Submit, and you're done. This process only needs to be done once for each applicable laboratory and then it will be captured across all analyte rows where the laboratory is listed.

There is a convenient feature to add or view free text notes that can be used as you need to assist in completion or review of the DAL. As a reminder, the DAL does not need to be completed in one session. You can enter or leave the DAL as many times as needed until it is complete and submitted to the Lab Center.

### **5. Submitting a DAL**

When all required fields are complete, doublecheck that everything appears correctly. The DAL can be submitted to the Lab Center using the menu in the top left corner, select Submit to the LC, and the Lab Center will review the submission to finalize the DAL. An email will be sent to all MiLab Users affiliated with the site to notify you when the DAL has been finalized or if it requires revision and what those revisions are. If there is any missing data, the system will prevent you from submitting the DAL, and let you know which fields need to be completed before you can submit. Please reach out to your Lab Center representative if you have any questions.

### **6. How to Complete a DAL (End Slide)**

This concludes the How to Complete a DAL video tutorial. Additional information about using MiLab is available on the ACTG IMPAACT Laboratory Center website, which is available at [www.actg-impaaact-lc.org/](http://www.actg-impaaact-lc.org/).