

1. How to Submit a MiPAL to the Laboratory Center (Title Slide)

2. Topic Overview

This video tutorial covers the following topics:

- Submitting a MiPAL to the Laboratory Center, and
- Next Steps After a MiPAL is Submitted.

3. Submitting a MiPAL to the Laboratory Center

Once the PAL is completed and ready to be submitted to the Laboratory Center for review and approval. The user will select the top left menu and then select Submit to the Laboratory Center. If there are any missing or incomplete items, you will receive an error menu indicating which information is missing. So, please review those items and make sure that they are completed before submitting.

4. Next Steps After a MiPAL is Submitted

After the PAL has been submitted to the Lab Center, just a reminder that no additional changes can be made unless the Lab Center Specialist re-opens the PAL for editing based on their review of your specific request to revise. So, Laboratory Center review consists of verifying the completeness of the information provided, as well as confirming that the primary methods have been appropriately validated and have satisfactory external quality assurance proficiency testing. If all components are in order, the Laboratory Center submits the PAL to the DAIDS Clinical Laboratory Oversight Team, which is commonly referred to as DCLOT for final review and approval of the laboratory's testing plan. Upon DCLOT approval, the site and laboratory are notified via email and provided with a finalized PDF copy of the MiPAL. At this stage, any changes to the MiPAL must be formally requested with justification for that change, and those revisions must then be reapproved by DCLOT. All PALs that have been approved will then appear in the section DCLOT and Lab Center Approved MiPALs.

5. How to Submit a MiPAL to the Laboratory Center (End Slide)

This concludes the How to Submit a MiPAL to the Laboratory Center 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/.