



IVQAC LEUKOPAK PROCESSING: SCHEDULING AND SHIPPING INSTRUCTIONS

Scheduling a Leukopak for IVQAC Processing

The IVQAC laboratory is an ACTG Leukopak PBMC Processing core. The IVQAC is capable of receiving and processing ACTG Leukopaks that have been collected and shipped overnight at refrigerated temperature. This calendar has been structured to correspond with the date that the leukopak is collected from the donor at the clinic. Collection dates are restricted to Mondays, Tuesdays, and Wednesdays.

The sending laboratory must make an appointment on the IVQAC Leukopak Processing Scheduling Calendar (<https://calendar.app.google/TC47N2JbFtCoyFjU7>) no less than 9 days before the leukopak is collected. The appointment date is based on the collection date of the leukopak. The following information is required at the time of request:

- First and Last Name of the person making the processing request.
- Email address of the person making the processing request.
- Study/Protocol of the Leukopak
- Shipping laboratory's LDMS numbers

The IVQAC will confirm the appointment within 2 business days of the request. At this time, additional information about the Leukopak can be provided.

Prepare Leukopak for Shipment to the IVQAC

1. All primary specimen information must be entered into the shipping laboratory's LDMS.
2. Once the Leukopak has been collected, pack the shipment on cold packs as a Category B Specimen (<https://www.hanc.info/resources/sops-guidelines-resources/laboratory/actg-impact-laboratory-resources.html>). Shipping laboratory must follow local and international government shipping guidelines.
3. Ship as Priority Overnight to the IVQAC at 27 Alexandria Way Room 3120, Durham, NC 27703.
4. Inform the IVQAC (raul.louzao@duke.edu and carmela.archual@duke.edu) with the following information:
 - a. Shipment tracking information
 - b. LDMS shipping batch
5. The IVQAC will notify the shipping laboratory if there were any issues with the shipment upon receipt.