Steps to Ship Samples to BRI

(1) Shipment Reservation – *In Advance*

LDMS Reservation System: ACTG/IMPAACT Shipment Reservation Form



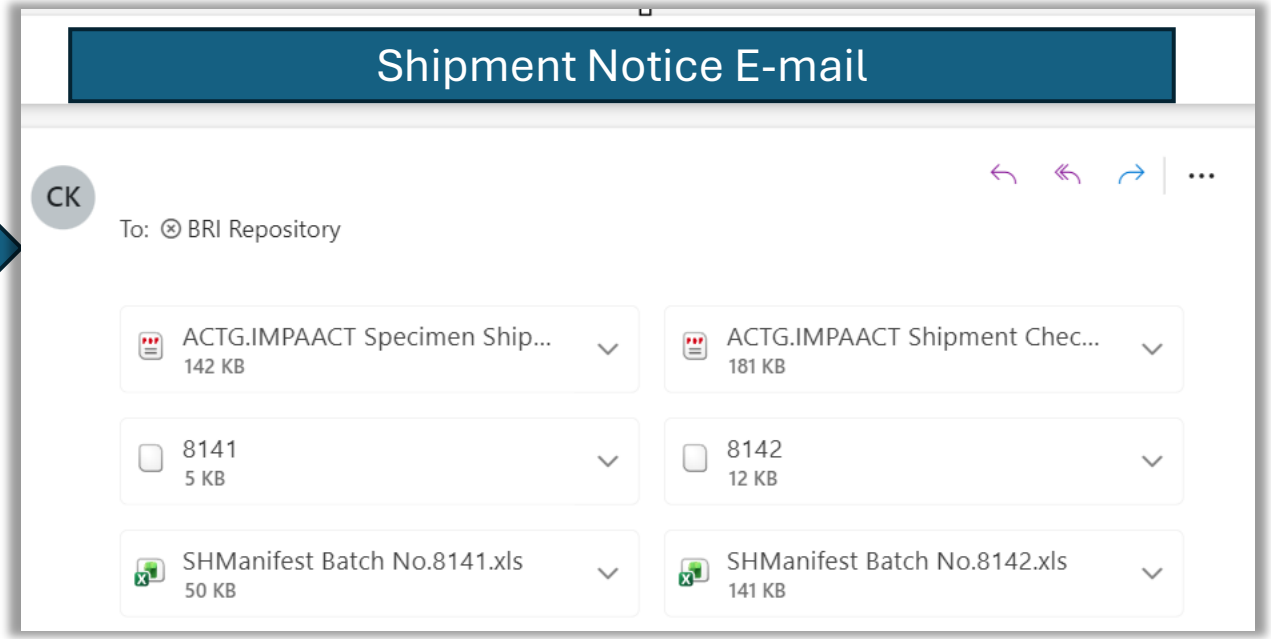
- **Submit the reservation in advance so BRI has time to Review the Reservation and Respond if needed prior to samples being sent.** ★ **Domestic Sites: One week in advance** ★
- **International Sites:**
  - **Shipment Reservation replaces the *Shipment Authorization E-mail***
  - **Submit a Shipment Reservation for the week samples are sent to BRI, not the week samples are received.**

**Use the Comment Section on the Reservation Form
**Refer to FAQ on the Reservation Page
** E-mail BRI if Reservations need to be Rescheduled or Canceled

(2) Shipment Notification E-mail- *Day of Shipment*

Must include following attachments:

- **Shipment Notice Form**
- **International Checklist**
- **LDMS Batch file**
- **Manifest**



Note: Additional information is welcome in the email
For example:
Tracking #,Protocols, Batch #, how many boxes are in each batch, what specimens are being sent

Reminder: **Paper copies** of the following need to be included in the shipper

- **Shipment Notice Form**
- **International Checklist**
- **Manifest**
- **Box map(s)**



ACTG/IMPAACT SPECIMEN SHIPMENT NOTICE

INSTRUCTIONS: Email a copy of the completed Shipment Notice to the recipient/consignee **on the day of or prior** to shipping specimens. In addition, when shipping to the biorepository, all requirements outlined in ACTG- SOP144 (https://member.mis.s-3.net/cms/fpage/6172/1290) or the IMPAACT Manual of Operations (https://www.impaactnetwork.org/resources/manual-procedures) must be met.

NOTE: Prenotification of international shipments must be emailed and approved by the repository **BEFORE** the shipment is sent.

RECIPIENT INFORMATION:

Recipient's Name:	Alex Federline	Recipient's Email:	brirepository@afbr-bri.org
Recipient's Phone:	(301) 881-7636	Recipient Lab number/Name:	999/BRI

SHIPMENT INFORMATION:

Shipper's lab or site #:	Lab # /CRS#	Courier Airbill #:	XXXXXXXXX (updated)
Shipper's Network Affiliation:	■ ACTG ☐ IMPAACT ☐ OTHER:	LDMS Manifest Report:	■YES ☐NO*
Shipper's Name:	XXXX XXXX	Case Report Forms (CRF):	☐YES ■NO ☐Not Required
Shipper's Phone:	XX-XXXX-XXXX ext XXX	LDMS File Sent by Email:	■YES ☐NO*
Date of Shipment (DDMmmYYYY):	06Nov2026	LDMS Shipment (Batch) Number(s)	8141
Courier Service (e.g., FedEx, World Courier, etc.):	World Courier /Biocair /FedEx Priority Overnight		8142
*Other Relevant Information (e.g., Partial box explanation, PBMC shipment, or explanation for missing paperwork, etc.)	**# of sample boxes in each batch		
Description of shipping container(s) (color, size, manufacturer type) in case of loss by courier.	1X STP-320 shipper /or/ 1X World Courier Box (GDI 30) / or/ BRI LN2 shipper		

SPECIMEN INFORMATION:

Type of Shipment (Circle/Check the appropriate type):	■ Category B (Diagnostics) ☐ Category A (Infectious) ☐ Exempt Specimen(s)					
Shipping Condition (Circle/Check the appropriate condition):	■ Dry Ice ☐ Dry Shipper (LN_2) ☐ Ambient ☐ Refrigerated/Gel Packs					
Number of Primary Containers (e.g., blood tubes (ambient) or cryovials (frozen):	Total # samples /and or/ (40 SER, 5 DBS cards, 20 PAX, 50 PBMC)					
Specify Protocol # for batched shipments (e.g., Quest, Fisher, and BRI):	Protocol #1:	A53XX	Protocol #5:	IMPAACT and ACTG	Protocol #9:	
	Protocol #2:	A54XX	Protocol #6:	Should NOT	Protocol #10:	
	Protocol #3:		Protocol #7:	be combined	Protocol #11:	
	Protocol #4:		Protocol #8:		Protocol #12:	

Shipment Notice Form can be found:



Reminders:

- **Confirm that the Shipment Notice Form is the most current version.**
- **Review/Update Recipient (Alex Federline)***
- **Review/Update BRI's Address (1st Floor)***

**Review on the Shipment Notice Form and with Courier*

Courier: **World Courier/Biocair/FedEx priority overnight**

Other Relevant Information:

- **Number of sample boxes in each batch**
- **Indicate PBMC Batch/Sample boxes (Cells vs Non-Cells)**
- **No longer need Partial box explanations**

Description of **Shipper**:

- **1 X STP-320**
- **1 X World Courier (include size –*GDI30)***
- **BRI LN2 shipper**

Number of **samples**:

- **Total #**
- **Breakdown is helpful (PBMCS, PAX, DBS cards, SER, PLA)**