

AIDS CLINICAL TRIALS NETWORK (ACTN) AMBIENT SHIPMENT NOTICE

INSTRUCTIONS: Please fax and/or email a copy of the completed form to the package recipient **PRIOR** to shipping specimens. **ONLY COMPLETE THE FORM THAT IS APPROPRIATE FOR THE SHIPMENT TYPE** (ambient vs. frozen). Sender must verify that all information was received by the recipient.

NOTE: International Shipments to the Repository should be faxed or emailed and approved by the repository **BEFORE** the shipment may be sent. The ACTN Instructions for Overnight Shipments (<http://aactg.s-3.com/pub/docs/ACTN-Instructions-for-Overnight-Shipments.doc>) will provide additional help in preparing your shipment.

Section 1 - RECIPIENT INFORMATION:

Recipient's Name:		Recipient's Fax:	
Recipient's Phone:		Recipient Lab #/Name:	

Section 2 - SHIPMENT INFORMATION:

ACTN Clinic or Lab #:		Courier Airbill #:	
Network Affiliation:	<input type="checkbox"/> ACTG <input type="checkbox"/> IMPAACT	LDMS Shipping Manifest:	<input type="checkbox"/> YES <input type="checkbox"/> NO*
Sender's Name:		LDMS Disk:	<input type="checkbox"/> YES <input type="checkbox"/> NO*
Sender's Phone:			
Sender's Fax:		Case Report Forms (CRF):	<input type="checkbox"/> YES <input type="checkbox"/> NO*
Date of Shipment:		LDMS Shipment (Batch) Number(s)	
Courier Service			
*LDMS paperwork and diskette or CD must be included. If specimens were not logged into the LDMS indicate in the explanation. Provide explanation if CRFs are not included.		<input type="checkbox"/> Not Required	
		Explanation:	
Description of shipping container(s) (color, size, manufacturer type) in case of loss by courier			

Section 3 - SPECIMEN INFORMATION:

Type of Shipment:	Biological Substances, Category B		
Shipping Condition:	AMBIENT		
Number of Primary Containers:			
List Patient Identifiers Included in Shipment: or include LDMS manifest for Dried Blood Spots	PID #1:		
	PID #2:		
	PID #3:		
	PID #4:		
Specify Protocol and Visit (Not required for batched shipments, e.g. JHU, UNC, BRI, UW):	Protocol #1:		Visit #: <input type="text"/>
	Protocol #2:		Visit #: <input type="text"/>
	Protocol #3:		Visit #: <input type="text"/>
	Protocol #4:		Visit #: <input type="text"/>
Specify Test and Time Drawn (Not required for batched shipments, e.g. JHU, UNC, BRI, UW):	Test #1:		Time Drawn: <input type="text"/>
	Test #1:		Time Drawn: <input type="text"/>
	Test #1:		Time Drawn: <input type="text"/>
	Test #1:		Time Drawn: <input type="text"/>