

CTU laboratory support: Update from the HPTN NL  
Dec. 11, 2006

The table below provides a list of activities / purchases that have been coordinated in the past by the HPTN NL. As of 1/1/07, the HPTN NL will no longer be providing this support. The table indicates which groups have been asked to take over the responsibility for each activity in terms of cost and oversight. This transitional plan was prepared in coordination with and accepted by DAIDS, SMILE, VQA, IQA, HANC, FSTRF, and the NL PIs.

The CTUs and SMILE are expected by DAIDS to pick up the cost of these activities starting 1/1/07. SMILE has funds for purchase of CAP panels and UKNEQAS registration, and has been working with the HPTN NL on the transition.

However, we realize that there is relatively little time available to CTUs and other groups to prepare for this transition. DAIDS representatives are aware that these expenses may not be included in the current CTU budgets, and that in some cases, these expenses represent a substantial portion of the new CTU awards. Individual CTUs are encouraged to contact their DAIDS representatives to discuss how to budget for these added expenses. The costs provided in the table are only estimates. The new cost at each CTU is likely to be higher than the cost in the table, due to several factors (inflation, lack of bulk pricing, added shipping costs, increased administrative effort, individual CTU needs, etc.). Each CTU should contact the group responsible for each activity (VQA, IQA, HANC, FSTRF) to determine their cost for each activity / purchase under the new plan.

In this transition, we recognize that individual CTUs will have more responsibility for ensuring that each lab activity / purchase is accomplished in a timely fashion, and that there will be an increased burden on the CTUs, which will now have to work with a larger number of groups (SMILE, VQA, FSTRF, IQA, HANC, etc.) to accomplish these goals. We recognize that each of these activities is critical to laboratory function and certification. It is essential that the CTUs and other groups involved in the transition address these issues as soon as possible, to reduce the risk of any disruption in protocol support.

We regret that the HPTN NL is no longer in a position to provide centralized support for these activities, and we will do our best to assist with the transition.

Please contact the following individuals for more information:

--General information needed to prepare for this transition: Estelle Piwowar-Manning at [epiwowa@jhmi.edu](mailto:epiwowa@jhmi.edu).

--Assignment of responsibility for the cost and oversight of each activity / purchase: Usha Sharma at [usharma@niaid.nih.gov](mailto:usharma@niaid.nih.gov).

--Specific information about the transition plan and anticipated 2007 cost to each site for each activity: HANC, VQA, IQA, FSTRF, SMILE - Contact information is provided in the table.

--Other questions about CTU budgets: DAIDS representative for the CTU.

Item	Approximate cost per site per year (US\$)*	Responsibility for cost as of 1/1/07	Responsibility for coordination / tracking as of 1/1/07	Contact person
CAP panels: approx. \$96,395 for 26 sites (different requirements at different sites)	3,708	SMILE	SMILE	Kurt Michael Kurt-michael@jhmi.edu
VQA panel shipping, 4-6 shipments per year at \$1,500 per shipment (different requirements at different sites)	9,000	CTU	VQA	Cheryl Jennings vqa@rush.edu
VQA panel shipping for genotyping labs (selected labs), 2 shipments per year at \$1,500 per shipment	3,000	CTU	VQA	
UK NEQAS registration	640	SMILE	IQA	Daniella Livnat dlivnat@niaid.nih.gov
IATA manuals	97	CTU	HANC	Alissa Johnson

				ajohns2@fhcrc.org
Saf T Pak training interactive CD (\$248 every two years)	124	CTU	HANC	
LDMS customer service and upgrades	3,700	CTU	FSTRF	Marlene Cooper <a href="mailto:Cooper@fstrf.org">Cooper@fstrf.org</a> <a href="mailto:ldmshelp@fstrf.org">ldmshelp@fstrf.org</a>
LDMS training	1,500	CTU	CTU/FSTRF	Marlene Cooper <a href="mailto:Cooper@fstrf.org">Cooper@fstrf.org</a> <a href="mailto:ldmshelp@fstrf.org">ldmshelp@fstrf.org</a>
Specimen labels	150	CTU	CTU	

\* Bulk purchase costs from 2005-2006

### **Bar-coding equipment**

CTUs should also plan for a one-time cost of approximately \$3,000 to purchase equipment needed to implement bar-coding in the LDMS (Contact person: Marlene Cooper. Email: [cooper@fstrf.org](mailto:cooper@fstrf.org)).