

IMPAACT P1108 – Information Sheet for ARUP Connect™

For IMPAACT P1108 there is specific lactate/pyruvate testing to be done for Cohort 1 participants. This testing will be performed by ARUP Laboratories which is a US national clinical and anatomic pathology reference laboratory. It is a joint venture of the University of Utah and its Department of Pathology.

ARUP Connect is a secure online resource that offers clients various services to assist with the management of their referral testing. One can access ARUP's test directory, orders and test results, leave comments or special instructions for the testing lab, receive reports and notifications, order supplies, use applications like Pathologist On Call, eExcept Exception Handling, training modules, and more. For P1108, we will only need to use a few of these options.

ARUP Connect has three types of users: administrators, sub-administrators, and regular users. ARUP must set up administrators. Administrators are responsible for managing sub-administrators and regular users. Sub-administrators can manage regular users. There is a more detailed description of this in the Account Administration Manual, page 5 (attached).

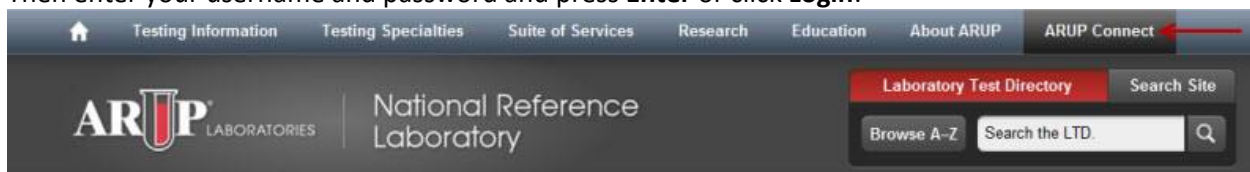
- The study's IMPAACT Lab Center (ILC) representative is the Connect "Administrator" for all five P1108 sites.
- This person has designated two "Sub-Administrators" per site based on contact information previously provided.
- The Sub-Administrators can set up additional Connect users from their own site, as needed. The Sub-Administrators are responsible for setting up these individual user accounts and managing the services available to these users.
- Individual users may change their own passwords and security questions. The site Sub-Administrators will manage all other aspects of user accounts. If you need assistance with your user name and password, or if you would like to request access to specific services, you should contact one of your site's Sub-Administrators.

Each P1108 site has a distinct **Client ID#**. You will get test results through the Connect system as well as address any issues regarding the samples.

- You will **not** place your test orders through the online system but rather use the customized requisition forms provided. The reason for this is the electronic submission process anticipates a TAT of 48 hours for specimen receipt at ARUP. Given P1108 study shipments will be international, it is unlikely we will meet this time constraint.
- You will **not** order supplies via Connect nor be invoiced. Sites have already been provided with sufficient supplies for the projected number of Cohort 1 specimens that will be collected at the first 3 visits. Final visit (week 96) supplies will be shipped to you at a later date via the ILC.
- All invoicing will be between ARUP and JHU, directly.

Accessing ARUP Connect:

Select ARUP Connect Login from ARUP's home page: <http://www.aruplab.com/>
Then enter your username and password and press **Enter** or click **Login**:



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Links to online training videos and brochures:

Useful for new clients, brochure that has information on specimen prep, submissions and shipping instructions: http://www.aruplab.com/files/resources/branding/Brochure_corporate_specimen.pdf

Please note that not all the information in the above brochure may apply to P1108 international shipments. The sites have been supplied with the ARUP standard transport tubes and specimen bags.

Training videos: <http://www.aruplab.com/training/online-tools>

The ones you will definitely want to view:

- General Overview
- Order Status and Results
- eExcept (sample issues)

If you click into eExcept, for example, there will be additional links to Help File, User Manual and Quick Reference Guide.

Attachments:

- Specimen Labeling Policy with example
- ARUP Connect Manual, Oct 2016
- Account Administration Manual, June 2017

Test Number/ Test Name: 2007935/ Lactate to Pyruvate Ratio

Instructions for specimen submission to ARUP Laboratories:

1. An ARUP custom requisition form will be provided to each site. They have been formatted with your Client ID information along with the test listed above. Please check the assay box on the form.
2. Please print a copy of the requisition form and include it with each shipment. ****The information on the form must exactly match the information on the specimen tubes.****
3. Please follow the ARUP Specimen Labeling Policy (attached).
 - Client number is the last name and PID is the first name for Manual Requisitions.
4. Ship specimens to ARUP Laboratories as directed in the P1108 LPC