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Cc: ACTG/IMPAACT Laboratory Technologist Committee, ACTG Laboratory Science Group, IMPAACT Laboratory Center, FSTRF/DMC

To: ACTG and IMPAACT LDMS Laboratories

Subj: Required Use of the LDMS Reagent Logging Module

****Please forward this information to the relevant laboratory personnel at your site****

The purpose of this memo is to remind laboratories on the usage of the LDMS Reagent Logging Module. The reagent logging module is used to track reagents used in the laboratory and uses a defined set of reagent codes. The module will record the Lot number, expiration date, manufacturer and start/end dates. The LDMS has recently expanded the reagent module to the web-LDMS, in addition to the previously available windows version. **It is the expectation of the ACTG and IMPAACT that ACTG and IMPAACT laboratories use the LDMS Reagent Logging Module.** Please see attached guides on how to use the LDMS Reagent Module.

Additional information on using the LDMS can be found online in the LDMS user manual available on the LDMS public website (www.ldms.org).

Please contact the ACTG Laboratory Science group (ACTGLaboratoryCoordination@s-3.com) or [IMPAACT Laboratory Center \(impaact.gaqc@fstrf.org\)](mailto:impaact.gaqc@fstrf.org), or LDMS User support (ldmshelp@fstrf.org) if you have any questions.