Guidance Document: Commercial

Tracking Sheet

1.0 Introduction – What is the tracking sheet?

1.1   The tracking sheet contains details of all Commercial samples entered within LIMS, where eligible samples are defined on the system by an associated customer ID property.

1.2   This sheet makes locating any sample taken within the current year simple, as samples are tracked from the point of receival, to their invoice.

1.3   Exceptions to these rules include the following samples:

- **Catchment** – Who schedule and retrieve data from the same database, not requiring data retrieval by the Commercial team.

- **Docks' Bathing Beaches** – These reports returned by Alpha are directly sent on to the relevant customer.

2.0   User guidance

2.1   Sample information is recorded in stages. First, information relating to the sample is recorded by the individual receiving some work, and secondly, alerts sent out regarding the sample are recorded by the Administrator.

2.2   The following sample variables are stored within this sheet:

Data entered upon receival:

Dimension	Shorthand	Column	Reason	Example Entry
Sample Number	Sample No	A	Unique ID generated by LIMS	2681234 *(Numeric)*
Receival Date	Date Received	B	Date of when the sample was entered on LIMS	01/01/2025 *(Date/Time)*
Customer ID	Customer	D	For which customer will this report return to	AFFINITY_W *(String)*
Received by	Booked by	E	Who registered this sample on LIMS	CHEMIST1 *(String)*
Sampled by	Sampled by	F	Who collected this sample (if applicable)	SMITH, J. *(Optional string)*
Resample Status	Resample	G	Was this a resample of a previous sample?	Y/ N *(Optional string)*
Weekend Status	Weekend Work	H	Was this sample received on Saturday or Sunday?	Y/ N *(Optional string)*
Sub-con Test Status	Sub-Con	I	For UKAS, were there any subcontracted tests included in the suite?	Y/ N *(Optional string)*
Analysis Suite	Analysis Details	J	Which suite was used, or Which bottles were taken	RE_AFFBAC *(String)*
Description of Work	Description	U	The site location in full	123456, STAINES LAB, 1ST FLOOR, KITCHEN, CWS *(String)*

Continued…

Fields updated post-receival:

Dimension	Shorthand	Column	Reason	Example Entry
Subcon Result Status	Subcon Received	K	Have the results from the subcontracted lab been entered?	Y/ N *(Optional string)*
Date of Authorised On-Site Tests	Auth Date	L	Date of when the on-site results were authorised	01/01/2025 *(Date/ Time)*
Initials of Authoriser	Auth Initials	M	Who authorised the results?	CHEMIST1 *(String)*
Date of Test Report Generation	Report Date	N	Date of when the report was generated	01/01/2025 *(Date/ Time)*
Initials of Test Report Generator	Report Initials	O	Who generated the test report?	CHEMIST1 *(String)*
Date of Supplementary Report Generation	Supp Date	P	Date of when the supplementary report was generated	01/01/2025 *(Date/ Time)*
Initials of Supplementary Report Generator	Supp Initials	Q	Who generated the supplementary report?	CHEMIST1 *(String)*
Cancellation Status	Cancelled Sample	R	Was this sample cancelled post-receival?	Y/ N *(Optional string)*
Upload Status	LabPortal	S	Has this report been uploaded?	Y/ N *(String)*
Invoice Status	Invoiced	T	Has this sample been invoiced?	Y/ N *(String)*
Failure Notification(s)	PCV Failure	V	What exceedances have been recorded?	3-day plate count 22C *(String)*
Non-Conformance Notification(s)	Non-Conformance	W	What non-conformances have been recorded?	Insufficient sample for XYZ test *(String)*

Calculated features:

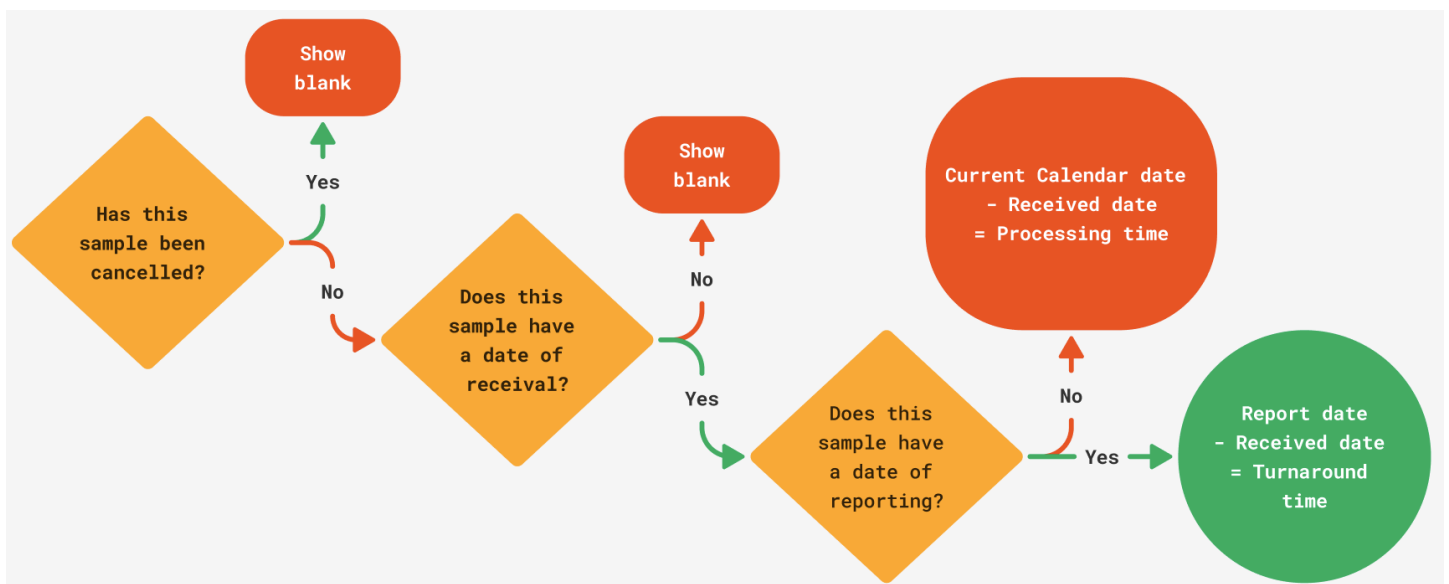| Dimension	Shorthand	Column	Reason	Example Entry
Number of working days from receival to report	Working Days	C	Turnaround time information	4 *(Numeric)*
Total number of days from receival to report	Total Days	Y	Turnaround time information	6 *(Numeric)*

2.3   The formulae used for both calculated fields were as follows:

```
Working Days = IF ( ISBLANK ( [@[Cancelled Sample]] ),
                IF ( ISBLANK ( [@[Date Received]] ),
                    "",
                    IF ( ISBLANK ( [@[Report Date]] ),
                                NETWORKDAYS ( [@[Date Received]], TODAY () ) -1,
                                NETWORKDAYS ( [@[Date Received]],
                                [@[Report Date]] ) -1
                    )
                ),
            ""
            )
```

```
Total Days = IF ( ISBLANK ( [@[Cancelled Sample]] ),
                IF ( ISBLANK ( [@[Date Received]] ),
                    "",
                    IF ( ISBLANK ( [@[Report Date]] ),
                        DAYS ( TODAY (), [@[Date Received]] ),
                        DAYS ( [@[Report Date]], [@[Date Received]] )
                    )
                ),
            ""
            )
```

These scripts achieve the goal by re-calculating how many days it has been since the sample was received.

Overview of the decision tree:

2.4 Conditional formatting has also been applied to highlight certain aspects of the entries more clearly.

These highlighted features include cancellation status, weekend status, failure and non-conformance comments, invoicing status, resample status, sub-con test statuses, report dates, authorization date, and formula breakpoints, in this order of priority.

Conditional formatting rules manager:

Rule (applied in order shown)	Format	Applies to	Stop If True
Formula: =ISBLANK($X1)	AaBbCcYyZz	=$X:$X	☑
Formula: =NOT(ISBLANK(A1))	AaBbCcYyZz	=$A$1:$W$2	☑
Graded Color Scale		=$C:$C	☐
Formula: =$R1="Y"	AaBbCcYyZz	=$A:$W	☑
Formula: =NOT(ISBLANK($H1))	AaBbCcYyZz	=$H:$H	☑
Formula: =NOT(ISBLANK($V1))	AaBbCcYyZz	=$V:$V	☑
Formula: =NOT(ISBLANK($W1))	AaBbCcYyZz	=$W:$W	☑
Formula: =NOT(ISBLANK($T1))	AaBbCcYyZz	=$A:$T	☑
Formula: =NOT(ISBLANK($G1))	AaBbCcYyZz	=$G:$G	☑
Formula: =NOT(ISBLANK($K1))	AaBbCcYyZz	=$I:$K	☑
Formula: =NOT(ISBLANK($I1))	AaBbCcYyZz	=$I:$K	☑
Formula: =$P1>$N1	AaBbCcYyZz	=$A:$Q	☑
Formula: =NOT(ISBLANK($S1))	AaBbCcYyZz	=$A:$S	☑
Formula: =NOT(ISBLANK($O1))	AaBbCcYyZz	=$A:$O	☑
Formula: =NOT(ISBLANK($M1))	AaBbCcYyZz	=$A:$M	☑
Formula: =AND($C1="ELGA_2030", $Y1>30)	AaBbCcYyZz	=$Y:$Y	☑
Formula: =AND($C1="ELGA_2030", $Y1=30)	AaBbCcYyZz	=$Y:$Y	☑
Formula: =AND($C1="ELGA_2030", $Y1<30)	AaBbCcYyZz	=$Y:$Y	☑
Formula: =$Y1>10	AaBbCcYyZz	=$Y:$Y	☑
Formula: =$Y1=10	AaBbCcYyZz	=$Y:$Y	☑
Formula: =$Y1<10	AaBbCcYyZz	=$Y:$Y	☑

Application:

Continued…

3.0 Appendix

3.1 Current tracking sheet.

First half:

Sample No	Date Received	Working Days	Customer	Booked By	Sampled By	Resample	Weekend Work	Sub-Con	Analysis Descr	Subcon Received	Auth Date	Auth Initials
											COC Check / Insit Auth	
2688527	02/01/2025		PINEWOOD_	WILKINSONT				Y	RE_PWOOD1		06/01/2025	GOLACISD
2688528	02/01/2025		PINEWOOD_	WILKINSONT				Y	RE_PWOOD1		06/01/2025	GOLACISD
2688538	02/01/2025		CULLIGAN_	SHOULDERD				Y	RE_CULL7			
2688539	02/01/2025		CULLIGAN_	SHOULDERD					RE_CULL4			
2688540	02/01/2025		CULLIGAN_	SHOULDERD					RE_CULL4			
2688541	02/01/2025		CULLIGAN_	SHOULDERD					RE_CULL5			
2688543	02/01/2025	6	CULLIGAN_	SHOULDERD				Y	RE_CULL7	Y	03/01/2025	GOLACISD
2688544	02/01/2025		CULLIGAN_	SHOULDERD					RE_CULL4		03/01/2025	GOLACISD
2688545	02/01/2025		CULLIGAN_	SHOULDERD					RE_CULL4		01/03/2025	GOLACISD

Second half:

Sample No	Report Date	Report Initials	Supp Date	Supp Initials	Cancelled Sample	LabPortal	Invoiced	Description	PCV Failure	Non-Conformance	Total Days
	Test Report Uploaded		**Supplementary**						**Comments**		
2688527	06/01/2025	DG				Y		PINE WEST BUNGALOW HWS			4
2688528	06/01/2025	DG				Y		PINE WEST BUNGALOW CWS			4
2688538					Y	Y					
2688539						Y					
2688540					Y	Y					
2688541					Y	Y					
2688543	10/01/2025	DG				Y		BAC BROMS CULL 7,BEST WATER TECH CULLIGAN			8
2688544	07/01/2025	DG				Y		RINSE CULL 4,BEST WATER TECH CULLIGAN			5
2688545	07/01/2025	DG				Y		RINSE CULL 4,BEST WATER TECH CULLIGAN	3 day plate count 22C		5