	Document Number:	SOP-030-A_1
FloodLAMP BIOTECHNOLOGIES	**Effective Date:**	08/25/2022
	Version:	1
	Shipping - Run Form	

PREP

- ☐ Clean prep table with fresh bleach and ethanol/IPA
- ☐ Confirm item list with Manager (description, product ID's, quantities), electronic or paper
- ☐ Pick items and enter Lot#/SN's into the Shipping Preparation section of the Inventory tab of Site spreadsheet (can use paper worksheet first)
- ☐ Update any modified item info in these columns
- ☐ Create Packing List tab for this shipment (Copy/pasting from Inventory tab)
- ☐ Print out Packing Lists (2 versions: Site & Internal)
- ☐ With Manager - confirm product ID's and quantities by checking off Internal Packing List
  Manager Initials _____
- ☐ If any changes, updates are to be made on Inventory tab and then copied to Site Packing List
- ☐ Pack checked off items into box
- ☐ Put Site Packing List inside box
- ☐ Measure box dimensions and weight (record ->)
- ☐ When shipment is **finalized**, copy Ship Qty to Shipping History section of the Inventory tab

SHIP

- ☐ Create Ship Label in Carrier portal

- ☐ Print the Shipping Label
- ☐ Cover Ship Label entirely with tape or other clear plastic
- ☐ If insured, print 2 copies and leave on front desk for Carrier person to sign
  - ☐ Verify Carrier person takes copy and you keep signed copy
- ☐ Drop off or wait for pickup as needed (***must request pickup by 2pm***).

FOLLOWUP

- ☐ Email "Ship To Contact" from your support@floodlamp.bio (see "Info" tab of Site spreadsheet), using [Shipping Confirmation Message Template (Ambient)](#)
- ☐ Notify FL support staff member for Shipping Confirmation followup:

  Name_____ Initials_____
- ☐ Log this Run Form with Log GForm link

[SOP-030-B_1 Shipping - Log GForm](#)

Date:

Location:

Shipper Name:

Manager Name:

Destination (Site):

Shipment Name:

Shipping Carrier:

Shipping Speed:

Box Dimensions (in):

Box Weight (lbs):

Insurance ($):

Cost ($):

Pickup or Dropoff (circle one)

If Dropoff, Location & Time: