

Environmental storage areas (eg, freezers and refrigerators) have their own unique identifier that includes a defined convention for numbering shelves, racks, boxes, and the location within each container.

BAP.13150 Missing Specimen - Inventory Update
Phase II


If a specimen is missing, inventory is updated to reflect that the specimen cannot be located.

SAMPLE MANAGEMENT

Inspector Instructions:

 READ	<ul style="list-style-type: none"> Sampling of sample distribution records
 OBSERVE	<ul style="list-style-type: none"> Sample being removed from inventory
 ASK	<ul style="list-style-type: none"> What is the process if a sample entered into the inventory system cannot be located? What are you looking for when performing a sample pre-distribution quality check? How do you ensure personnel are available to receive shipments?
 DISCOVER	<ul style="list-style-type: none"> Select a specimen that was shipped and review the audit trail for the specimen

BAP.13200 Shipment Acceptance Confirmation
Phase II


Recipients are notified before shipping to ensure that appropriate personnel are available to receive the shipment.

BAP.13300 Shipping Tracking Criteria
Phase II

Tracking information for shipment of specimens includes the following, as applicable.

1. Invoice/tracking number
2. Recipient/source
3. Date of shipment or receipt
4. Courier name and ID# for each package
5. Sample description
6. Number of samples shipped/received
7. Study name/number