

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:

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

#### 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