Larry,

After our meeting last week about the missing MasterControl data, I’m supposed to determine what is acceptable for missing info. Below is a list of ALL of the info we capture on each asset form. Items highlighted in GREEN are ones that I think are absolutely necessary to have info for. Items highlighted in RED are ones I think are not absolutely necessary and can therefore be “N/A”. Items in YELLOW are ones that I am open to your ideas – I can see an argument either way. Let me know your thoughts – happy to discuss any of these.

Asset Number                       0

Title                              6

Department                       723 Dropdown menu, so can’t “N/A”

Manufacturer                      38

Manufacturer Model Number         67

Manufacturer Serial Number        38

Vendor                           449

Vendor Catalog Number            498

Purchase Order Number            585

Portable                          17 Radio button, so can’t “N/A”, easy “Yes/No”

Asset Description                 17

Intended Use                     378

Process Range                    387

Classification                    72 Radio button, so can’t “N/A”, easy “GMP/GLP/Other”

New Sop                           17 Radio button, so can’t “N/A”, easy “Yes/No”

New Logbooks                      17 Radio button, so can’t “N/A”, easy “Yes/No”

Calibration Required              26 Radio button, so can’t “N/A”

Calibration Justification No     380

Calibration Description          556

Calibration Frequency            358

Maintenance Required              26 Radio button, so can’t “N/A”

Maintenance Justification No     388

Maintenance Description         1108

Maintenance Frequency            358

Scan Attached                   1160 Radio button, so can’t “N/A”, “Yes/No” but “No” implies cal/PM is not required, which may be inaccurate

Tier Level                      1158

Qual Val Needed                   35

Validation Justification No     1158 Radio button, so can’t “N/A”

Validation Description          1158

Protocol Number                  561

Comments                         647

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Jacob Miller

Decision:

* For the “Scan Attached” field, we will use “No” and update the Comments field to include the following statement: Per Deviation XXXX#, Cal/PM is required but no Cal Certs attached.