



INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

FORM

TITLE: SHIPPING LOG		Supersedes #: None
FORM#: IBRH3AU-FORM-001	Effective Date: 09/01/2014	

Ensure the shipping file for each shipment contains the following

- Shipment/Invoice ID.
- Source.
- Destination.
- Date shipped and date received.
- Courier name.
- Package Tracking ID, if applicable.
- Unique sample identifier.
- Sample type(s).
- Quantity sent and received.
- Study name and/or number if available.
- Shipping conditions (e.g., dry ice, ambient, refrigerated, LN2)
- Name/Signature of individual receiving the shipment.
- Any discrepancies between the shipping manifest and the actual shipment.
- Any indication that a specimen has been compromised (e.g., record deviations in sample quality upon receipt).

CONFIDENTIALITY CLAUSE

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