

SHIPMENT RECEIPT CONFIRMATION AND QUERY FORM

TO BE COMPLETED BY THE RECIPIENT H3AFRICA BIOREPOSITORY (BR)

Date Specimens Received (mm-dd-yyyy)	_____	# of Specimens	_____
Submission Site Name	_____	Email Address	_____
Shipment Tracking #	_____		_____

Confirmation of biospecimen shipment receipt:

Was this shipment received with any problems? (check one) YES NO

Was this shipment verified against the Shipping Manifest? (check one) YES NO

If YES, proceed with this form. If no, stop. NOTE: SUBMISSION SITES AND BIOREPOSITORIES ARE RESPONSIBLE FOTRACKING ALL PACKAGES

This form is intended to provide documentation of problem shipments and their resolution. The shipping lab must respond to the problem shipment as soon as possible, but no later than within 1 week of receipt. All resolutions must be documented prior to e-mailing to the receiving BR.

You must document how the problem was resolved and who was contacted at the receiving BR.

Provide description of the problem (completed by the receiving BR):

E-mail address of shipping lab contact person:	Date:
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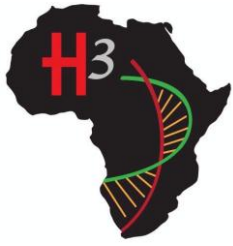
Resolution (completed by the submission site and e mailed to the receiving BR within one week of receiving this form from biorepository :

Resolution:

Submission site contact completing the resolution:	Name: _____	Signature: _____
Receiving BR contact for resolution:	Name: _____	Signature: _____

WAS THIS SHIPMENT QUERY RESOLVED WITHIN 1 WEEK OF RECEIVING THIS FORM? (Completed by receiving BR):

YES NO Date: _____



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Comments:
