Receipt and vial numbering

What is written at the box before anything is opened: the lot, the label, the count, the condition, the number of every vial and what it is for.

Not yet approved
No approval of this revision is on file. This form is a controlled record once approved; until then it is the proposed layout of the bench record its procedure names.

Worksheet	
Number	WS-01
Revision	1, first issue
Governs	SOP-01 Sample receipt, logging and custody, revision 1
Status	Not yet approved
Effective	Not yet in effect; takes effect when approved
Applies to	Every sample at receipt
Supersedes	Nothing; first issue
Fingerprint	65b0 c422 6454 fa41

Laboratory	
Name	Cupel Laboratories
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Country	Canada
Not on file	Not yet published: legal entity, postal address, telephone and country
Web	cupel.ca
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1 Header

Accession, or the set id before logging

Analyte, as labelled

Analyst (the “Working as” name)

Date of the work (UTC)

Reviewer: line-by-line check (initials, date)

Attached to the set as (caption “WS-01 page p”)

2 How this form is used

- This worksheet is the original record of every value measured away from the backend. It is filled in ink at the moment of measurement; each line carries the time of the measurement and the analyst’s initials.
- A correction is a single line through the value, the new value, initials, the date and the reason; nothing is overwritten or erased.
- The completed form is photographed or scanned the same day and attached to the set at /photo/<id>/<name> with the caption “WS-01 page p”, each file hashed into the set’s trail as a “photo” entry; the values are typed into the form from it, and the reviewer checks the typed set against these pages line by line before signing.
- Lines marked “model only” feed a key the backend’s form does not yet expose: the value is typed into the section’s notes until it does. Lines marked “worksheet only” stay on this paper and in the notes.
- A failed criterion stops the work at that line: the time and what was done are written here, and the event goes to the set the same day as a note, a stop or a deviation (SOP-08).

3 Record

At the box, before anything is opened

#	Field, and the result-set key it feeds	Unit, decimals	Criterion	Value	Time (UTC), initials
1	Date and time the box was opened sample.received_utc Set by Log receipt; the turnaround clock starts here.	hh:mm UTC			
2	Logged by (the Working as name) audit trail: logged entry	text			
3	Order reference; sample i of n sample.order_ref sample.order_sample sample.order_qty Never published; the order ledger holds it.	text			
4	Photographs: file names (container, intake sheet) audit trail: photo entry Recorded on the set at /photo/<id>/<name>	text			
5	Condition: sealed or opened; seal intact; label legible; how it travelled; temperature indicator, if any sample.condition	text			

The vials

#	Field, and the result-set key it feeds	Unit, decimals	Criterion	Value	Time (UTC), initials
6	Sender's lot reference, verbatim sample.submitter_ref	text			
7	Analyte as labelled analyte.name	text			
8	Salt form as labelled (source: label) analyte.salt_form analyte.salt_form_source	text			
9	Nominal fill as printed sample.nominal_mg	mg			
10	Label claim as printed sample.label_claim	text			
11	Tests ordered (codes) tests (set by the backend)	text			
12	Sample source: vendor or individual sample.submitter_kind	text			
13	Matrix as received sample.matrix	text			
14	Vials counted sample.vials_received	count			

Record, continued

#	Field, and the result-set key it feeds	Unit, decimals	Criterion	Value	Time (UTC), initials
15	Appearance of the cake, before any vial is opened sample.appearance	text			
16	Vial numbers assigned 1 to n, in indelible marker on the label; purpose per number (P1–P3 content, W1–W2 water, R retained) worksheet only The number follows the vial through every worksheet.	text			
17	Vials retained (count) sample.vials_retained	count			

Storage, holds and the number

#	Field, and the result-set key it feeds	Unit, decimals	Criterion	Value	Time (UTC), initials
18	Storage: unit id, set temperature; time placed sample.storage The unit id has no field; it is data.json facility.storage_units once supplied.	text			
19	Hold opened; kind hold (kinds: question, opened, label, unlisted, vials)	Y / N		Y / N	
20	Accession written on the intake sheet accession (set by the backend)	text			
21	Labels printed (count per kind) audit trail: labels entry	count			
22	Deviation on receipt (text) audit trail: deviation entry	text			

4 Completion

Completed by (signature) and time (UTC)

Reviewed line by line by (initials) on (date)

5 Revision history

Revision	Change	Approval
1	First issue.	Not yet approved

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Current revisions

End of document