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| **FSOP008.1: Receipt & Acquisition of Potentially Hazardous Biological Materials** |
| Identity |  |
| Date and time received |  |
| Supplier |  |
| Quantity Delivered |  |
| Packaging Integrity Acceptable |  |
| Batch/Lot Number(s) |  |
| Information on delivered items (lot numbers concentrations etc) verified by delivery docket |  |
| Quarantine Storage Location (include lab ID)[[1]](#footnote-1) |  |
| Date and time placed into storage |  |
| Receiver |  |
| Owner/Responsible Person for Material |  |

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| --- | --- | --- |
| **FSOP008.1: Quality Control Checklist** *(all “No” answers must be fully justified, if not enough space continue in comments section on next page)* | **Y** | **N** |
| **1**. Product description on delivery docket verified against purchase order*Comments-*  |  |  |
| **2.** Has this product come from a commercial cell bank/ cell culture collection*Comments-* |  |  |
| **3**. Has the biological material been screened for infectious agents*Comments-* |  |  |
| **4**. Has the biological material tested negative for mycoplasma*Comments-* |  |  |
| **5**. Has the supplier provided documentation verifying all quality checks and has a copy been attached to this document (i.e. Certificate of Analysis CoA, or similar)*Comments-* |  |  |
| **6.** Has the biological risk assessment been approved*Comments-* |  |  |
| **7**. Is it intended to prepare a master cell bank for this line*Comments-* |  |  |
| **8**. Is this material safe to remove from quarantine without further analysis*Comments-* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Biological Risk Assessment #** | **Hazard Group** | **Database Reference Number (s)[[2]](#footnote-2)** | **Cryostorage Location(s)\*** |
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| **FSOP008.1: Additional Comments** |

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| --- | --- |
| **Responsible Person** |  |
| **Approval**Quality Systems Manager |  |

1. If item being placed in cryostorage unit note exact location in form of B1-2/R1-5/A-F/01-25 [↑](#footnote-ref-1)
2. To assign reference number refer to SOP008 [↑](#footnote-ref-2)