

## Annex 2. Checklist for specimen handling and shipment

**Note:** This form is not an official document but is intended to assist specimen tracking and quality control.

### Checklist for specimen handling and shipment

Name(s) of person(s) taking and handling specimens			
Date specimens taken			
Place specimen(s) taken			
Type(s) of specimen(s) (blood, tissue, swab) and storage conditions			
Origin of specimen(s) (human, animal)			
Action	Yes	No	Comments
Safety			PPE used correctly? Any safety problems recorded?
Any shortages of equipment/reagents noted?			
Samples labelled according to protocol?			
Duplicate sample(s) taken?			
Aliquots of specimens taken at local laboratory?			If Yes, was this done before freezing?
Any other manipulations performed on sample at local level?			If Yes, what?
Specimens stored at local laboratory?			If Yes, under what conditions?
Specimens shipped to national laboratory?			If Yes: - Which laboratory? - To whom? - Under what conditions?
Specimens sub-sampled at national laboratory?			If Yes, by whom?

Specimens tested at local laboratory?			If Yes: - What test(s)? - What result? - Whom informed?
Specimens stored at national laboratory?			If Yes, under what conditions?
National government/MoH approval required for specimen shipment?			If Yes, has it been obtained?
Permission obtained for import of specimens by recipient nation?			
Shipper contacted?			If Yes, which shipper, and whom contacted?
AI Response contacted?			If Yes, whom contacted?
Specimens packed?			Notes:
Specimens shipped?			Notes:
Arrival of specimens at reference laboratory ?			Date (dd/mm/yy)
Results received from reference laboratory?			Date (dd/mm/yy)
Notes:			