

Standard Operating Procedure (Delivery)

Data from the person in charge of logistics

Full name:	Time of delivery:
E-mail:	Date of delivery:

Data from the sentinel laboratory

Name of the laboratory:

Full name of the person in charge of the laboratory:

E-mail:	Phone:
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Full name of the commission member:

E-mail:	Phone:
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Full name of the commission member:

E-mail:	Phone:
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Instructions

- Identify yourself and your institution.
- Photograph the material while it is still in the transport service provider's vehicle.
- Confirm the presence of the person in charge of the laboratory and the other staff members designated to receive the material.
- Document through videos and photos the process of unloading the material.
- Organise all unloaded equipment and/or material and take photographs.
- Check, alongside the person in charge of the laboratory, the list of materials to be delivered.
- Deliver a copy of the list to the person in charge of the laboratory.

- Document, through photos, the information and/or material and the preservation plaques.
- Inform, orally, about the 30 day deadline for equipment installation.
- Inform, orally, that the laboratory is now responsible for the equipment.
- Request a signature for the donation terms from the person in charge of the laboratory.
- Sign the donation term.
- Request the signature of two witnesses for the donation terms.
- Document, through photos and videos, the moment of signature of the donation terms.
- Fill out the receiving term.
- Document, through photos and videos, the filling out of the receiving term.
- Request a signature for the receiving term from the person in charge of the laboratory.
- Sign the receiving term.
- Request the signature of two witnesses for the receiving term.
- Request a signature for the receiving term from the delivery worker from the transport service provider
- Document, through photos and videos, the signature of the receiving term.
- Scan the donation and receiving terms, both properly signed.
- Prepare the delivery report, documenting all equipment and material delivered through photos, videos, emails, donation and receiving terms.
- Send delivery report to the project's coordination

(Attachment) Images of the material inside the transport service provider's vehicle

(Attachment) Images of the material organised

(Attachment) Images of the preserved material

(Attachment) Images of the donation term's signature

(Attachment) Images of the receiving term's signature