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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Original Sample Storage Location** | **Sample Removed Date Time & Staff Initials** | **Comments**  Include any comments on sample receipt or processing and freeze/thaw cycles. | **Back-up Sample Storage Location** | **Sample Received Date Time & Staff Initials** | **Comments**  Include any comments on sample receipt or processing and freeze/thaw cycles. | **Original Sample Storage Location** | **Sample Received Date Time & Staff Initials** | **Comments**  Include any comments on sample receipt or processing and freeze/thaw cycles. |
| **Shelf:\_\_\_\_\_\_\_\_**  **Boxes removed:**  **A:**  **B:**  **C:**  **D:** | **Date:**  **Time**  **Initials:** |  | **Boxes received:**  **A:**  **B:**  **C:**  **D:**  **Shelf:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:**  **Time**  **Initials:** |  | **Boxes received:**  **A:**  **B:**  **C:**  **D:**  **Shelf:**  **­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:**  **Time**  **Initials:** |  |
| **Shelf:\_\_\_\_\_\_\_\_**  **Boxes removed:**  **­­­­A:**  **B:**  **C:**  **D:** | **Date:**  **Time**  **Initials:** |  | **Boxes received:**  **­­­­A:**  **B:**  **C:**  **D:**  **Shelf:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:**  **Time**  **Initials:** |  | **Boxes received**  **­­­­A:**  **B:**  **C:**  **D:**  **Shelf:**  **­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:**  **Time**  **Initials:** |  |

**Please ensure that temperature records for back-up location are provided on transfer back to original storage location.**