

BESC LABORATORY INFORMATION MANAGEMENT SYSTEM

SHIPPING CHECKLIST

- Establish campaign if needed by completing the form on the web site.
- Notify besc-lims-help@email.ornl.gov of sampling event or plant pickup.
- Log the sample(s) into Nautilus or submit an Excel spreadsheet to besc-lims-help@email.ornl.gov. Refer to the required metadata list.
- Select the sample(s) in Nautilus, right-click, choose the appropriate barcode report, preview and print the barcodes to your printer or to a pdf file.
- Test a couple of barcodes with a scanner to verify that the barcode is viable.
- To ship, select the sample(s) in Nautilus, right-click, edit tests, add ship test, ship from, ship to, and expected ship date.
- Go to the web site and generate the shipping report. The shipping report will be emailed to the people identified by ship from, ship to, and also to besc-lims-help@email.ornl.gov
- The receiver will ok the sample shipment.
- The shipper packs the samples, completes the final shipping date in Nautilus, and encloses a copy of the shipping report.
- The receiver verifies sample arrival by completing the received date and received condition in Nautilus.

Names and dates of shipping and receiving (Ship To, Ship From, Ship Date, and Receive Date) must be completed in a timely manner to satisfy the Material Transfer Agreement.

Please send comments or inquiries to besc-lims-help@email.ornl.gov or call Susan Holladay (865-576-8356).

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