When there is a new reagent lot and shipment loaded onto the chemistry analyzer. The new lots and shipments need to be documented along with the prior reagent lot and shipment that is currently in use.

The new reagent lot will need to be calibrated and quality control will need to be ran. The quality control result from the prior lot and the new lot will need to be documented on the appropriate forms for that specific analyte.

For new reagent shipment, the new shipment and lot will need to be document along with the prior reagent shipment and lot that is currently in use. If only new reagent shipment, then the only thing that needs to be done is running quality control material and documenting the results on the appropriate form for that analyte.

**GDrive/CHEM/CHEM/FORMS Effective 5-30-25 version 1.1**

**(PLEASE DOCUMENT IF IT IS NEW SHIPMENT OR NEW REAGENT LOT OR BOTH )**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Reagent** | **Shipment** | **Lot Number** | **QC Level 1** | **QC Level 2 or 3** | **Reviewed** | **Tech** |
|  |  | **Prior Shipment Date:** | **Prior Reagent Lot:** |  |  |  |  |
| **New Shipment Date:** | **New Reagent Lot:** |  |  |
| **Date** | **Reagent** | **Shipment** | **Lot Number** | **QC Level 1** | **QC Level 2 o 3** | **Reviewed** | **Tech** |
|  |  | **Prior Shipment Date:** | **Prior Reagent Lot:** |  |  |  |  |
| **New Shipment Date:** | **New Reagent Lot:** |  |  |
| **Date** | **Reagent** | **Shipment** | **Lot Number** | **QC Level 1** | **QC Level 2 or 3** | **Reviewed** | **Tech** |
|  |  | **Prior Shipment Date:** | **Prior Reagent Lot:** |  |  |  |  |
| **New Shipment Date:** | **New Reagent Lot:** |  |  |
| **Date** | **Reagent** | **Shipment** | **Lot number** | **QC Level 1** | **QC Level 2 or 3** | **Reviewed** | **Tech** |
|  |  | **Prior Shipment Date:** | **Prior Reagent Lot:** |  |  |  |  |
| **New Shipment Date:** | **New Reagent Lot:** |  |  |
| **Date** | **Reagent** | **Shipment** | **Lot number** | **QC Level 1** | **QC Level 2 or 3** | **Reviewed** | **Tech** |
|  |  | **Prior Shipment Date:** | **Prior Reagent Lot:** |  |  |  |  |
| **New Shipment Date:** | **New Reagent Lot:** |  |  |