

Analytical Lab Service Resource Readiness Checklist

Map one common question to a clear, approved next step.

01 Choose the general resource

- ☐ Name one common customer question this page should help route.
- ☐ Choose the approved destination: service overview, compatibility resource, or support contact.
- ☐ Confirm the page is written for the people who will use this NFC tag.

02 Give the page an owner

- ☐ Content owner: _____
- ☐ Review date: _____ Alternate contact: _____
- ☐ Confirm the destination remains in the organization's approved website or resource system.

03 Test the phone route

- ☐ Open the destination with a compatible phone at the intended point of use.
- ☐ Check page access, sign-in needs, links, and the organization's QR or alternate route.
- ☐ Keep customer details, formulas, sample IDs, requests, results, and safety information in authorized systems.

04 Approve the placement

- ☐ Use the outside of a shared service folio or an approved general information point.
- ☐ Keep the tag away from chemicals, samples, instruments, and records.
- ☐ Record who will recheck the placement and destination: _____

Keep the NFC tag a pointer—not a chemistry or customer-record system.

Planning aid only. Follow your organization's approved information-handling and placement procedures.