

Medical Device Lab Submission Readiness Checklist

A general worksheet for finding the current submission resource before a package leaves.

Keep this sheet general.

Do not write sample IDs, device or customer details, test requests, hazard data, shipping records, or results here. Use the receiving laboratory's current instructions and your authorized records.

- ☐ **01 Find the receiving lab's current submission page.**
Start with the source the lab maintains; avoid old forwarded copies.
- ☐ **02 Confirm which current form applies.**
Use the lab's own criteria. This checklist does not interpret test requirements.
- ☐ **03 Locate the lab's current shipping resources.**
Follow the receiving lab's instructions and your organization's shipping process.
- ☐ **04 Know where the formal sample record is completed.**
Keep identifiers, requests, and results in the approved system of record.

Give the resource a named owner.

Resource owner

Next review date

Approved folio or station

Before you call the handoff ready

Test the link with a compatible phone at its actual placement. Confirm the destination is current, approved for its audience, and reachable under the organization's normal access rules.

Simple pilot measures

Repeat searches or resends | observed time to find and share the page | broken or outdated links | time to maintain it
Record a baseline. Include setup and review time. Do not treat this worksheet as a lab procedure or shipping instruction.