

Chain of Custody Capture Checklist



A practical review of the evidence your sample journey record can show

Most laboratories know what should be recorded between collection and receipt. The harder question is whether the evidence can be retrieved later for a specific sample or consignment, without reconstructing the journey from separate systems and people's recollections.

Use the level of identification that applies to your process: individual sample, transport container or consignment. Work through one real route. This is a practical review, not a compliance standard.

1. CAPTURED

The information is recorded routinely as part of the journey.

2. RETRIEVABLE

It can be retrieved later for a specific sample or consignment without relying on memory.

3. TRACEABLE

It is time-stamped, linked to the relevant record and any later changes are visible.

ROUTE/COLLECTION RUN REVIEWED

DATE

COMPLETED BY

	CAPTURED	RETRIEVABLE	TRACEABLE
1. Sample or consignment identity			
A unique identifier for each sample, transport container or consignment	☐	☐	☐
The samples or items included in the consignment	☐	☐	☐
The quantity expected to leave the collection point	☐	☐	☐
The quantity received at the laboratory	☐	☐	☐
Any discrepancy between the expected and received quantities	☐	☐	☐
The last recorded event for any sample or item that is not accounted for	☐	☐	☐
2. Location and timing			
The collection or pickup time and location	☐	☐	☐
Location throughout the journey, not only at the endpoints	☐	☐	☐
Stops, delays or route deviations during transport	☐	☐	☐
The receipt time and location	☐	☐	☐
A continuous, time-stamped timeline of the journey, not just its start and end	☐	☐	☐

Chain of Custody Capture Checklist

	CAPTURED	RETRIEVABLE	TRACEABLE
3. Condition and exceptions			
The required transport conditions for the sample type	☐	☐	☐
Temperature or other relevant condition throughout the journey	☐	☐	☐
Any excursion, when and where it began, and how long it lasted	☐	☐	☐
Container opening events, where relevant	☐	☐	☐
The condition recorded at receipt, and able to be matched to what was recorded in transit	☐	☐	☐
Any alert raised at the time, rather than found afterwards	☐	☐	☐
Who responded to an alert or excursion, and what action they took	☐	☐	☐
4. Record integrity and retrieval			
The full history can be retrieved for a specific sample or consignment later	☐	☐	☐
Contents, location and condition data can be brought together for one consignment	☐	☐	☐
A report or export can be produced for an investigation, review or audit	☐	☐	☐
Alerts generated during the journey are retained with the record	☐	☐	☐
Later changes are time-stamped and visible through an audit trail	☐	☐	☐

Process questions to consider

- Who is responsible for creating, reviewing and closing the journey record?
- Where named handover is required, how is that recorded?
- What is the agreed process for visible packaging damage or repacking?
- Who reviews and acts on alerts, excursions or quantity discrepancies and how are unresolved ones escalated?

Reading your answers

If CAPTURED is ticked but RETRIEVABLE is not

The activity may be happening, but its evidence is fragmented or difficult to recover later.

If gaps cluster around identity or quantities

The record may not show what left, what arrived, or where an item was last accounted for.

If gaps cluster around location or condition

The journey is visible at its endpoints and not in between.

If gaps cluster around record integrity and retrieval

The information exists but sits in separate systems.

How BinaryMed Helps

BinaryMed brings specimen or consignment records together with continuous location and condition data, so what was dispatched, what arrived and what happened in between sits in one time-stamped record you can retrieve later.

[Explore BinaryMed](#)

www.binarymed.io