Receiving Checklist: Verifying COAs and Lot Traceability

909 Aminos

Material / product code | Lot number | Supplier / order no. | Received by / date

★ critical: hold until resolved · Mark each line Yes, No or N/A. N/A is for checks that don't apply to this material.

1. Order and paperwork

Packing slip or invoice matches the order: product code, quantity, number of units.	☐ Yes ☐ No ☐ N/A
Supplier name and contact details are on the paperwork.	☐ Yes ☐ No ☐ N/A
★ Required documents are received or accessible, and match this shipment.	☐ Yes ☐ No ☐ N/A

2. Package and condition

Outer package is intact (no crushing, wetting or opened seals).	☐ Yes ☐ No ☐ N/A
★ Containers are intact, with no leakage or damage.	☐ Yes ☐ No ☐ N/A
Shipping conditions, and any temperature-monitoring record, meet your receiving requirements.	☐ Yes ☐ No ☐ N/A
Unit count matches the packing slip.	☐ Yes ☐ No ☐ N/A

3. Container label

★ Product name and product code match the order.	☐ Yes ☐ No ☐ N/A
Lot number is legible on every container.	☐ Yes ☐ No ☐ N/A
Quantity per container is stated.	☐ Yes ☐ No ☐ N/A
★ Container seal is intact.	☐ Yes ☐ No ☐ N/A
Storage requirement on the label is recorded (or "none stated").	☐ Yes ☐ No ☐ N/A
Intended-use statement is present (for example, "for research use only").	☐ Yes ☐ No ☐ N/A

4. Certificate of analysis

★ Lot number on the COA matches the container label exactly.	☐ Yes ☐ No ☐ N/A
Product on the COA matches the material received.	☐ Yes ☐ No ☐ N/A
The issuer is identified (supplier or testing laboratory); a third-party laboratory is named if one did the testing.	☐ Yes ☐ No ☐ N/A
Report or analysis date is stated, and the COA number or version is recorded.	☐ Yes ☐ No ☐ N/A
Results are given with their methods (or referenced methods) and enough information to compare against the applicable criteria.	☐ Yes ☐ No ☐ N/A
Identity evidence (for example mass spectrometry) is present where your specification requires it; purity alone does not establish identity.	☐ Yes ☐ No ☐ N/A
The basis of any purity figure is clear (for example HPLC area %, as opposed to assay or content).	☐ Yes ☐ No ☐ N/A
If the issuer offers authentication (code, QR or lookup), the result is recorded.	☐ Yes ☐ No ☐ N/A

5. Storage, disposition and record

Internal receiving ID assigned, if your laboratory uses one.	☐ Yes ☐ No ☐ N/A
Stored at the stated condition; location recorded.	☐ Yes ☐ No ☐ N/A
A copy of the COA is saved with the record (a file, not only a web link).	☐ Yes ☐ No ☐ N/A
Exceptions are recorded below and the supplier has been contacted where needed.	☐ Yes ☐ No ☐ N/A

Review before release

- Lot number on the COA differs from the label, even by one character.
- No issuer is identified on the COA, or the issuer cannot be reached.
- Results with no method and no criteria to compare against.
- Dates that don't fit together (for example, a report dated after shipment) with no explanation.
- One COA presented for several lots without identifying each lot.

Exceptions and actions

Disposition: ☐ Released ☐ On hold ☐ Rejected By / date

This checklist is a documentation and receiving aid. It does not establish a material's identity, purity, suitability for an experiment or regulatory compliance, and it does not replace your laboratory's procedures. For peptides: HPLC purity and net peptide content are different figures.

For laboratory research use only. Not for human or veterinary use.