

Research Sample Documentation Checklist

Keep the material, the report, and your records connected. Fill in what the documentation actually states. Mark missing results as “not reported.”

Reviewed by

Date received / reviewed

☐ **1. Sample label**

Record the compound name and label information; retain a clear label photo.

☐ **2. Lot or sample identifier**

Record the identifier on the material and compare it with the report. Note any mismatch.

☐ **3. COA and reported identity**

Save the full COA. Record the report ID, issuing laboratory, identity result, and identity method-or “not reported.”

☐ **4. Reported purity**

Copy the result, its stated basis, and the method. Keep chromatographic purity separate from content.

☐ **5. Reported peptide content**

Record the measured content or assay, units, and basis if provided. Do not substitute the label amount or purity percentage.

☐ **6. Analytical method and context**

Record method names or references, relevant conditions, and stated uncertainty or limitations. Keep supporting plots with the report.

☐ **7. Test and report dates**

Record both dates when available. Note an expiration or retest date only when the documentation provides one.

☐ **8. Record location and storage record**

Save the COA, label photo, and receipt together. Record documented sample-storage requirements and the actual storage location.

A completed checklist is a record, not a certification. It does not establish sample safety, sterility, suitability, or approval. Resolve documentation gaps with the supplier or issuing laboratory rather than making assumptions.