Boston Amino

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Chain of Custody Record

Documenting the handling of a research peptide lot from sourcing through shipment. Research use only.

Document No. _____ **Date Opened:** _____ **Time:** _____

Form BA-COA-01 · Rev. 14

Order & Product Information

Order Number		**Order Date**	
Customer / Organization		**Ship-To Location**	
Product Name		**Lot Number**	
Quantity		**Storage Temperature**	
Prepared By		**Date Prepared**	

Condition on Receipt (Unboxing Inspection)

Completed when the inbound shipment is unboxed. Record the actual condition observed.

Date Received		**Time Received**	
Inbound Carrier		**Tracking Number**	
Outer Packaging Intact	Yes / No	**Tamper-Evident Seal Intact**	Yes / No
Seal Number(s)		**Temperature on Arrival**	
Cold Packs Present	Frozen / Partially / Thawed	**Contents Match Packing List**	Yes / No
Visible Damage	Yes / No	**Received By (Initials)**	
Damage / Discrepancy Notes			

Chain of Custody

Each stage is dated, time-stamped, and initialed by the responsible handler as the lot moves from sourcing to shipment.

Stage	Description	Date	Time	Initials
1. Sourcing	Material received from a vetted supplier operating a U.S. warehouse. Boston Amino distributes; it does not manufacture.			
2. Receipt & Unboxing Inspection	Shipment unboxed and inspected on arrival (see Condition on Receipt below). Outer packaging, tamper seals, and cold chain verified.			
3. Intake & Lot Assignment	Shipment logged and assigned a unique lot number for full traceability.			
4. Refrigerated Storage & Quarantine Hold	Lot placed in temperature-controlled, refrigerated storage and held on quarantine pending test results.			
5. Third-Party Sampling & Testing	Representative vials (typically one to three) submitted to an independent, accredited laboratory for HPLC purity and mass-spectrometry identity analysis.			
6. Certificate of Analysis (COA)	Laboratory issues a COA documenting purity and identity for the specific lot.			

Stage	Description	Date	Time	Initials
7. Batch Certification & Release	Lot certified and released for distribution only after the COA confirms it meets specification.			
8. Labeling & Packaging	Vials labeled with lot number and COA reference. If the customer opted in to cold-chain shipping, the order is packaged cold with coolant to preserve stability in transit.			
9. Shipment	Order shipped with tracking. Carrier, tracking number, and ship date and time are recorded on the attached pick list. Batch-matched COA and this chain-of-custody record included with the order.			

Custody Transfer Log

Record each transfer of physical custody (storage, sampling, packing, carrier hand-off).

Relinquished By (sign)	Received By (sign)	Date	Time	Purpose

Testing & Certificate of Analysis Summary

Testing Laboratory		**Test Date**	
HPLC Purity Result (%)		**Method**	HPLC, UV 220 nm, C18
Identity Confirmation	Mass spectrometry	**Identity Result**	

Packaging & Outbound Shipment

Cold-Chain Packaging (Customer Opt-In)	Yes / No	**Coolant / Cold Packs Included**	Yes / No
Packaged Temperature		**Outbound Seal Number**	
Released By (Initials)			
Carrier, Tracking, Ship Date & Time	Recorded on attached pick list / packing slip		

Enclosures with Shipment

Confirm the documents and labeling included with the order before it ships.

- ☐ Certificate of Analysis (COA) for this lot attached
- ☐ Chain of Custody record (this document) enclosed
- ☐ Vials labeled with lot number and COA reference
- ☐ Pick list / packing slip attached (carrier, tracking, ship date and time)
- ☐ Cold-chain packaging included (only if customer opted in)
- ☐ Customer did not opt in to cold-chain packaging (shipped standard)

Certification

I certify that the information recorded above accurately reflects the chain of custody for the lot identified in this document, from sourcing through shipment, and that the lot was released only after passing independent third-party testing.

Authorized Signature	Printed Name & Title
Date & Time	Lot Number

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