

The log book documents all events from the pick-up of specimen, transportation of the specimen, drop-off of the specimen at the GeneXpert site, pick-up of the results from the GeneXpert site and delivery of the result for each specimen. The log book should be kept by the specimen and result carrier (i.e. the rider). It is divided into six sections, namely:

1	Specimen identification	Columns A and B of the 'e_template' sheet identify each specimen for GeneXpert examination.
2	Specimen Pick-up information	Columns C, D and E of the 'e_template' sheet identifies information on the pick-up of the specimen.
3	Specimen Drop-off information	Columns F, G and H of the 'e_template' sheet identifies information on the drop-off of the specimen.
4	GeneXpert result pick-up information	Columns I, J, K and L of the 'e_template' sheet identifies information on the pick-up of the GeneXpert result
5	Result delivery information	Columns M and N of the 'e_template' sheet identifies information on the delivery of the GeneXpert result to the pick-up site
6	General	Column O of the 'e_template' sheet is used to provide important information concerning each specimen

Sections of the log sheet		Actions
1	Specimen identification	
	Column A refers to the serial number (S/N)	Write the serial number in Roman numerals (1,2,3,...). For each new sheet, continue from the last number in the previous sheet. For instance, if the last number in the first sheet is 8, continue the next sheet from number 9.
	Column B refers to the specimen identification number	Write the Specimen Identification Number for each specimen. The number can be obtained from the specimen examination request form for TB, which should accompany each specimen.
2	Specimen Pick-up information	
	Column C refers to the name of the specimen pick-up site	Write the name of the facility where each specimen was picked up
	Column D refers to the identity of specimen carrier	Write the name of the person who picked up the specimen for delivery to the GeneXpert site in the upper row and his/her initials in the lower row
	Column E refers to the date and time of specimen pick-up	Write the date (using the format, dd/mm/yyyy , in the upper row) and time (using the format, hh:mm , in the lower row), that the specimen was picked up from the specimen pick-up site.
3	Specimen Drop-off information	
	Column F refers to the drop-off site	Write the name of the facility (GeneXpert site) where the specimen was dropped off for examination
	Column G refers to the identity of the specimen recipient at the GeneXpert site	Write the name of the person who received the specimen at the GeneXpert site in the upper row and his/her initials in the lower row
	Column H refers to the date and time of specimen drop-off	Write the date (using the format, dd/mm/yyyy , in the upper row) and time (using the format, hh:mm , in the lower row), that the specimen was dropped off at the GeneXpert site for examination
4	GeneXpert result pick-up information	
	Column I refers to the date and time the GeneXpert result was ready	Write the date (using the format, dd/mm/yyyy , in the upper row) and time (using the format, hh:mm , in the lower row), that the GeneXpert result was ready for pick up. This can be obtained from the printed GeneXpert result and/or the specimen examination request form for TB.
	Column J refers to the identity of the carrier of the GeneXpert result	Write the name of the person who picked up the GeneXpert result for delivery to the site where the specimen was picked up (specimen pick-up site) in the upper row and his/her initials in the lower row
	Column K refers to the date and time of the pick-up of the GeneXpert result	Write the date (using the format, dd/mm/yyyy , in the upper row) and time (using the format, hh:mm , in the lower row), that the GeneXpert result was picked up from the GeneXpert site
	Column L refers to the GeneXpert result	Generally, the results of successful GeneXpert examinations are classified into four categories: MTB Not Detected , MTB Detected RIF Resistance Not detected , MTB Detected RIF Resistance Detected and MTB Detected RIF Resistance Indeterminate . Sometimes the results are recorded as invalid or incomplete (errors) . Write the GeneXpert result as either a, b, c, d or e using the following code: a = MTB Not Detected, b = MTB Detected RIF Resistance Not detected, c = MTB Detected RIF Resistance Detected, d = MTB Detected RIF Resistance Indeterminate, e = Invalid/Incomplete result
5	Result delivery information	
	Column M refers to the identity of the recipient of the GeneXpert result	Write the name of the person who received the GeneXpert result at the pick-up site in the upper row and his/her initials in the lower row
	Column N refers to the date and time of the delivery of the GeneXpert result	Write the date (using the format, dd/mm/yyyy , in the upper row) and time (using the format, hh:mm , in the lower row), that the GeneXpert result was received at the specimen pick-up site
6	General	
	Column O refers to general remarks	Write anything of importance concerning the specimen in each row. For instance, " <i>specimen not examined because of insufficient sample</i> ". NB: This column must not be filled e.g. if there is nothing of note concerning the specimen.

Log sheet for delivery of specimen for TB diagnosis and reporting of results

[illegible]