Material Tracking Log

This log must be maintained and returned to OpenBiome before your next order. Submit log to safety@openbiome.org or by fax to 617-575-2201.

OPENBIOME

St Joseph's – EX0201

Instructions: This Material Tracking Log (MTL) lists the IDs of all units included in this shipment, any units still in your inventory at your last submission, and any units for which post-FMT reporting requirements have not been met. Do not include PHI on this MTL.

1. **At Receipt of Shipment**: Record date received and condition of material, then deliver MTL to clinical staff (*e.g.*, endoscopy team).
2. **Upon Use of Material**: Mark unit as used and document delivery of follow-up materials to provider.

Item	Unit ID	Expiration Date	Date Shipped	UPON RECEIPT		UPON ADMINISTRATION			Notes
				Date Received	**Frozen on Receipt**	**Unit Status**	**Administering Physician**	**Follow-Up Form Sent to Physician**	
FMP250	9999-0001-01	07/20/18	01/20/18		☐ Yes ☐ No	☐ Used ☐ Destroyed		☐ Yes ☐ No	
FMP250	9999-0001-02	07/20/18	01/20/18		☐ Yes ☐ No	☐ Used ☐ Destroyed		☐ Yes ☐ No	
FMP250	9999-0001-03	07/20/18	01/20/18		☐ Yes ☐ No	☐ Used ☐ Destroyed		☐ Yes ☐ No	
FMP30	9999-0002-04	07/20/18	01/20/18		☐ Yes ☐ No	☐ Used ☐ Destroyed		☐ Yes ☐ No	
FMP30	9999-0002-05	12/01/18	06/01/18		☐ Yes ☐ No	☐ Used ☐ Destroyed		☐ Yes ☐ No	
FMP30	9999-0002-06	12/01/18	06/01/18		☐ Yes ☐ No	☐ Used ☐ Destroyed		☐ Yes ☐ No	
FMPCapDE	9999-0003-07	12/01/18	06/18/18		☐ Yes ☐ No	☐ Used ☐ Destroyed		☐ Yes ☐ No	
FMPCapDE	9999-0003-08	12/18/18	06/18/18		☐ Yes ☐ No	☐ Used ☐ Destroyed		☐ Yes ☐ No	
FMPCapDE	9999-0003-09	12/18/18	06/18/18		☐ Yes ☐ No	☐ Used ☐ Destroyed		☐ Yes ☐ No	
FMPCapDE	9999-0003-10	12/18/18	06/18/18		☐ Yes ☐ No	☐ Used ☐ Destroyed		☐ Yes ☐ No	

SAMPLE