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:

<table>
<thead>
<tr>
<th>Sections of the log sheet</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Specimen identification</td>
<td>Columns A and B of the ‘e_template’ sheet identify each specimen for GeneXpert examination.</td>
</tr>
<tr>
<td>2 Specimen Pick-up information</td>
<td>Columns C, D and E of the ‘e_template’ sheet identifies information on the pick-up of the specimen.</td>
</tr>
<tr>
<td>3 Specimen Drop-off information</td>
<td>Columns F, G and H of the ‘e_template’ sheet identifies information on the drop-off of the specimen.</td>
</tr>
<tr>
<td>4 GeneXpert result pick-up information</td>
<td>Columns L, I, K and L of the ‘e_template’ sheet identifies information on the pick-up of the GeneXpert result.</td>
</tr>
<tr>
<td>5 Result delivery information</td>
<td>Columns M and N of the ‘e_template’ sheet identifies information on the delivery of the GeneXpert result to the pick-up site.</td>
</tr>
<tr>
<td>6 General</td>
<td>Column O of the ‘e_template’ sheet is used to provide important information concerning each specimen.</td>
</tr>
</tbody>
</table>

### 1 Specimen identification

- **Column A** refers to the serial number (S/N)
  - Write the serial number in Roman numerals (I, II, III, ...). For each new sheet, continue from the last number in the previous sheet. For instance, if the last number in the first sheet is II, continue the next sheet from number III.
- **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, “specimen not examined because of insufficient sample”. 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

<table>
<thead>
<tr>
<th>Specimen Identification Number</th>
<th>Specimen Pick-up Information</th>
<th>Specimen Drop-off Information</th>
<th>GeneXpert Result Pick-up Information</th>
<th>Result Delivery Information</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>Name of Specimen pick-up site</td>
<td>Name &amp; initials of specimen carrier</td>
<td>Date (dd/mm/yyyy) and Time (hh:mm) of specimen pick-up</td>
<td>Name of specimen drop-off site (GeneXpert site)</td>
<td>Name &amp; initials of recipient of specimen at GeneXpert site</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------</td>
<td>-------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Site</td>
<td>Name of Specimen pick-up site</td>
<td>Name &amp; initials of specimen carrier</td>
<td>Date (dd/mm/yyyy) and Time (hh:mm) of specimen pick-up</td>
<td>Name of specimen drop-off site (GeneXpert site)</td>
<td>Name &amp; initials of recipient of specimen at GeneXpert site</td>
</tr>
<tr>
<td>Site</td>
<td>Name of Specimen pick-up site</td>
<td>Name &amp; initials of specimen carrier</td>
<td>Date (dd/mm/yyyy) and Time (hh:mm) of specimen pick-up</td>
<td>Name of specimen drop-off site (GeneXpert site)</td>
<td>Name &amp; initials of recipient of specimen at GeneXpert site</td>
</tr>
</tbody>
</table>

**Keys:** ¥: as indicated on the specimen examination request form for TB
µ: Write name in the upper row and initials in the lower row
#: Write date (dd/mm/yyyy) in the upper row and time (hh:mm) in the lower row
¤: Write 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