

# "Overview of Lab Documentation"

## Online Workshop

**Live Online**

**Instructor: Lori Zboralski**

### Agenda

Time	Material Covered
12:00 PM	Welcome & Intro to Workshop
12:10 PM	Why is lab documentation necessary
12:30 PM	Chain of custody
12:45 PM	Logs
1: 00 PM	Bench sheets
1:30 – 1:45 PM	Break
1:45 PM	Quality Control
2:15 PM	Standard Operating Procedures
2:50 PM	Misc documentation in labs
3:15 PM	Adjourn

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Attendance was monitored by instructor using visual presence, voice Q&A, polls, and surveys. Supporting documentation is available upon request.