



EWQA DATA TRANSFER SIGN-OFF FOR AUDIT DOCUMENTS

The purpose of this document is to ensure secure transfer of electronic materials between laboratories and EWQA Operations Staff when a portable data device.

The enclosed documents are being transferred to EWQA for purposes of EWQA audit activities. The documents, upon receipt, will be uploaded to EWQA's secured server and the portable data device will be cleared. All documents will be handled according to EWQA data management and privacy policies, outlined the EWQA Quality Manual.

Laboratory Information

Laboratory Name

Submitter Name

Email Address

Submission Date

Purpose of Submission:

- Application Materials (New Laboratories Only)
- Onsite Audit Application Materials
- Site Self-Assessment Application Materials
- Other Purpose

Data Transfer Type:

- PHSA Safe File Transfer Protocol (SFTP)
- Email
- Other Type

Submitter Signature

Date

EWQA USE ONLY

Receive Date

Receive By

Data Transfer Type:

- Data Quality Confirmed
- Data Transferred to Secure Server
- Data Removed From Device or Destroyed