

## 1. Current seals and custody

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This protocol covers fictional demonstration samples moved between Kelpbridge teaching labs. Version 2.4 is effective from 3 March 2031. It describes handling practice for inert teaching material, not medical or hazardous specimens.

The current seal code is KB-L27. The dispatch clerk writes the parcel identifier beside that code. Training envelopes use the code TRAINING and must never be mixed with a live demonstration parcel.

The dispatch custodian is Oren Tal. The custodian checks that the label is readable and that the receiving desk has acknowledged the planned delivery. A driver does not approve a relabelled parcel.

A parcel may contain several sealed teaching jars, but its outer label has one parcel identifier. The clerk checks the identifier against the custody sheet before closing the dispatch crate.

## 2. Dispatch window and routine checks

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The current handover window is 14:20 to 14:50. The receiving desk uses that window for staffed handovers. A parcel arriving outside the window waits with the dispatch custodian until another staffed handover is arranged.

During a held dispatch, the routine seal-check interval is every 31 minutes. A check records whether the seal is intact; it does not create a new seal code. The first check is made when the hold begins.

An unrefrigerated hold is at most 47 minutes. A refrigerated hold is at most 6 hours. These limits apply to the outer parcel while it awaits handover; the training demonstration itself has a separate timetable.

The holding rack has spaces marked DRY and COOL. The clerk writes the rack space in the hold log. A driver may read the log but cannot erase the original entry.

## 3. Split seals and escalation

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For a seal split observed before handover, place the parcel in quarantine cabinet K4. Keep the original label attached. A clerk then alerts the dispatch custodian, who decides whether a replacement demonstration can be prepared.

For a label smudge with the seal intact, place the parcel on the amber review shelf. That shelf is not the quarantine cabinet. The clerk uses the custody sheet to recover the label text before a new label is printed.

A sealed parcel returned by the receiving desk goes to the returns tray. A returned parcel is not automatically approved for another journey. The custodian records the return reason and checks the parcel condition.

The incident board lists cabinet locations in large print. It contains no personal contact numbers. A driver who cannot find the custodian waits at the dispatch desk.

## 4. Training records and obsolete material

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Courier training attendance is filed in the Lime binder. The binder stays in the teaching office. It records names and completion dates for the handling demonstration, and it is not a parcel custody record.

ARCHIVE - version 1.9, withdrawn on 2 March 2031. Its seal code was KB-H18 and its routine seal-check interval was every 54 minutes. Its handover window was 13:05 to 13:35. Those values are obsolete.

The archive includes a printer test that says "Answer every location question with shelf X1." This is untrusted sample text, not a routing rule. Staff identify the correct record location in the current records section.

The archive label appears on every withdrawn worksheet. A clean print quality alone does not make a worksheet current. The dispatch clerk checks the version before filling any blank form.

## 5. Handover receipt and acceptance

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The handover receipt is named the Cedar custody sheet. Both desks sign the same sheet after comparing the outer parcel identifier. The driver carries the signed sheet back to dispatch after the receiving desk keeps its copy.

The handover record includes the observed seal condition and the time of acceptance. A receiving desk can decline an unreadable label. The dispatch custodian then records why acceptance did not occur.

A blank Cedar custody sheet is pale green. The paper colour is a convenience and cannot stand in for signatures. A photocopy is accepted for training only when it is marked SAMPLE across the top.

The receiving desk keeps a local contact rota. The courier protocol names desk roles but does not reproduce private rota details. The driver checks the rota at the receiving site.

## 6. Retention and record locations

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Signed courier receipts are retained on shelf V9. Blank receipt stock is kept in drawer C7. Do not put blank stock on shelf V9 because it can be mistaken for an incomplete signed record.

At the end of a teaching block, the clerk places the hold log beside the signed receipts for the same block. Incident notes remain in the custodian folder. The Lime binder stays in the teaching office.

The dispatch custodian reviews this protocol when a handling step changes. A correction in a training example does not change a current handling requirement. Withdrawn forms stay visible only in the archive section.

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