

## Form / Document Change

<b>Form / Document Number</b>	TN236
<b>Form / Document Name</b>	Screening with KinExA
<b>Date</b>	10/09/2025
<b>Submitted by</b>	Ethan Spees

**1) Indicate Changes**

Briefly describe the reason for a new form or the changes made and why they were necessary.

New Form for screening

**Check the Form Category**

Accounting (AC)	Marketing (MK)	Building Maintenance (BM)	Service Memo (SM)	Syringa Lab Supplies (SLS)
Human Resources (HR)	Sales (SA)	Installation Instructions (II)	Travel Guidelines (TG)	Shipping/Receiving (SR)
Manufacturing (MU)	Office Form (OF)	Technology Notes (TN)	Inventory/Parts (IN)	User Manuals (UM)
Purchasing (PO)	Laboratory (LB)	Quality Assurance (QA)	Safety Data Sheet (SDS)	
Service Forms (SF)	Cell Culture (CC)	Measurement Procedures (MP)	How-To-Guides (HG)	

**2) Make Electronic Changes to the Form** (initial each line)

Generate changes to the form in a temporary folder on your computer C drive. Once the form is completed attach a marked copy of the form highlighting the changes made and place an electronic copy in the temp folder of the document controller.

CS Imported both a PDF and open office document to the document controller's temp folder.

**3) Document Controller** (initial each line)

Approval of form content and format:    Initials: MSF    Date: 11/12/25

CS Approved forms are placed in the "Completed Form/Engineering File Changes" box

CS Place the approved form (PDF and open office document) in a folder labeled with the form number and name on Boron in: *Add to Boron/Forms*

**4) Boron Administrator** (initial each line)

ST Update the network by placing the approved form in the appropriate department location on Boron and move the old form to the 'Archive' folder.

ST Scan the approved form and add to Folder on Boron.

N/A Find and remove all hard copies of the old form and replace with the new one.

N/A Replace forms in the electronic and physical engineering file when applicable.

enlaved BH Update form on the US (.com) and European (.eu) websites if needed.