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TITLE AND ID.	SOP FOR SAMPLE HANDLING SOP–GE/08	
DEPARTMENT	Quality Management Unit	
EFFECTIVE DATE	18th January 2024	Version Number: 03

Approval and authorizations.

Completion of the below signature blocks signifies the review and approval of this document.

Name	Job title/role	Signature	Date
Authored by	Deputy Quality Manager	<i>Approved</i>	18th January 2024
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Periodic reviews, approvals and authorizations

Required by: **18th January 2025**

Name	Job title/role	Signature	Date
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1. Purpose

This procedure describes guidelines for sampling of tests for subsequent testing in the laboratory and how the laboratory receives, handles, protects, distributes, stores and disposes test items.

2. Scope

This procedure covers selection of samples or sites, sample reception, storage, handling, distribution and disposal of test items.

3.1 Responsibilities Laboratory Manager

3.1.1 Availing resources for sampling, handling, storage and disposal of test items.

3.1.2 Review/update sampling procedures to meet customer needs.

3.1.3 Ensuring staff are properly trained on sampling methods.

3.2 Analysts

3.2.1 Undertake sampling of tests items where appropriate.

3.2.2 Responsible for implementation of sampling plans and methods

3.2.3 Responsible for carrying out analysis, handling, storage and disposal of tests items

3.3 Sample Reception Officer

3.3.1 Evaluate capacity of the laboratory to carry out tests

3.3.2 Receives and enters sample details into LIMS and sample logbook registers

3.3.3 Distribution of test items to the laboratory

4. Definitions

Sampling –a defined procedure whereby a part of a substance, material or product is taken to provide for testing of a representative sample of the whole

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Sample reception area – specified location where samples are received before laboratory analysis

5. References

ISO/IEC17025:2017 General requirements for sampling and the handling of test and calibration items (Section 7.3 sampling).

6. Procedure

6.1 Sampling

6.1.1 Sampling procedures are based on the test methods provided.

NB: Detailed sampling procedures are provided in the specific test SOPS

6.1.2 Where customers requires deviations, additions or exclusions for the documented sampling procedures , it will be recorded in details with appropriate sampling data and shall be included /in all documents containing test results and shall be communicated to the appropriate testing analysts.

6.1.3 The following information of sampling data shall be recorded:

- Reference to sampling method used
- Date and time of the sampling
- Data to identify and describe the sample
- Name of the sampler
- Equipment used for sampling if relevant
- Environmental conditions or transport conditions if relevant
- Sampling location
- Deviations, additions to or exclusions from sampling method and sampling plan if relevant

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Sample Reception

6.2.1 All samples submitted to Quarantine Plant Health Laboratories for analysis will be received at the designated sample reception area.

6.2.2 Submitted samples shall contain the following information:

Owner's address, sample reference number if any, origin, sample type (botanical name and nature), date collected, date received, analysis required, and any other notes on sample condition and packaging.

6.2.2 The sample receptionist will receive the sample and verify the packages received to ensure they are consistent with the description provided. This will also include the status of the sample.

6.2.3 If the sample does not meet criterion for the test or does not conform to the description provided, or the test required is not specified in sufficient detail, the customer shall be consulted for further instructions before proceeding and the results of the consultation shall be recorded.

6.2.4 If the sample meets the required criteria and can be analyzed, contract review is completed and a sample reception form generated on reception to the laboratory.

6.2.5 To ensure confidentiality of the test samples, the sample is given a unique identification code and the same details entered into a sample reception logbook and LIMS.

6.2.6 Received samples are forwarded to the respective laboratory for analysis together with the sample register/client contract form SOP-GE-08-01. In the laboratory, samples are stored appropriately to ensure sample integrity is maintained.

6.2.7 Samples are received in the laboratory by an analyst who signs the sample reception logbook kept at the sample reception area. The analyst will enter the sample details in their laboratory sample reception register and give it a specific laboratory identity number (if relevant). The samples will be stored appropriately in preparation for the test.

6.2.8 The sample details such as sample origin, client name and address, unique identification number, date received, date sampled shall be recorded in the data sheet. These details shall also be recorded on the test reports.

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Sample processing

6.3.1 Sample analysis is undertaken by analyst as per the approved test method.

6.3.2 All the sample details, including test to be carried out are entered into the data sheets and laboratory sample reception register. Raw data results of tests after completion will be signed by the analyst and approved by the supervisor/ authorized technical personnel/technical manager.

6.3.3 Data from the laboratory sample register will be used in generating the final report.

6.4 Sample Storage

6.4.1 Samples awaiting analyses are placed in the designated storage locations in accordance with instructions received with the sample or from the specific test SOPs.

NB: Detailed storage procedures are provided in specific test SOPs

6.4.2 Traceability information is maintained during storage.

6.4.3 Samples are stored frozen, refrigerated or at room temperature depending on the type of sample.

6.4.4 The sample storage areas are organized to prevent contamination or cross contamination and are monitored to ensure sample integrity.

6.4.5 Samples are stored as per instructions of the sample conditions in the specific test SOPs or those given by the client

6.5 Sample Transfers within the Laboratory

6.5.1 Where a sample requires more than one type of analysis in different sections of the laboratory or outside the laboratory, a sample referral form will be filled which shall have the unique identification code generated at the sample reception and will be signed by the analyst before sending it.

6.5.2 Analyst in referred laboratory shall acknowledge receipt of sample(s) by signing the referral form SOP-GE-08-02.

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6.5.3 The sample(s) will be documented in the laboratory sample reception register awaiting test.

6.5 Sample disposal

6.5.1 Authorization to dispose samples is undertaken from the Laboratory manager or designated laboratory personnel/authorized technical personnel through the Sample Disposal Form SOP-GE-08-03. Under certain circumstances, in accordance with the laboratory procedure, the analyst may dispose of a sample.

6.5.2 Disposition of the sample is completed following receipt of the signed authorization.

6.5.3 Samples are disposed in accordance with applicable regulations/laws.

NB: Detailed sample disposal procedures are provided in specific test SOPS

7. Records

The following records document sample accountability:

- Sampling form
- Sample registration form
- Sample reception logbook
- Laboratory sample reception register
- Details on sample storage
- Sample disposal form.
- Client contract form

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8.0 Revision history

Current Version number	Superseded version number	Revision summary	Author's/Reviewers name
01	00	New	S.Ngare, M.Mwangangi
02	01	Replacement of technical manager with Laboratory manager	E. Avedi
03	02	Correct referencing of records	S.Gachamba