

**OFFICIAL SEED TESTING STATION
SEED TESTING LABORATORY, KEDL0100**

Standard Operating Procedure:

Environment & Safety

SOP/GEN/08

Revision number 4

Issue date: 2nd January 2024

**STANDARD OPERATING PROCEDURE FOR
ENVIRONMENT AND SAFETY**

SOP/GEN/08

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Approved by:

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Technical Manager

Quality Assurance Manager

Date:.....

Date:.....



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1.0 PURPOSE

To ensure that the Laboratory tests are carried out in the most suitable environment that can not affect the required accuracy of measurements/test results.

2.0 RESPONSIBILITIES

Quality Assurance Manager: Owner of process

Analyst. Seed analyst in charge.

Ensures that general cleaning is done e.g., surfaces and dishes are washed, and temperature monitored in the specified areas.

3.0 SCOPE

General laboratory cleaning, monitoring of temperatures, weighing balances germination dishes, forceps and restriction of traffic in the laboratory.

4.0 ACTIVITIES

a) Environment

1. The laboratory must be cleaned up routinely i.e. the surfaces should be dusted immediately after working on them and any sand/dust removed. Floors to be swept daily to avoid accumulation of dust in the working areas. Windows, germination rooms, germination cabinets and sample store should be cleaned weekly.
2. Temperature monitors must be placed in specific rooms(where required) and monitored to ascertain that the right temperatures are maintained in specific rooms.
3. Windows must be closed especially when weighing to avoid excessive wind from interfering with the accuracy of the test results.
4. In case of any breakages and leaking places, they must be checked

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and reported to the TM, who will in turn organize for repair.

5. Visitors in the working area are prohibited to minimize interferences especially where Seed Analysts are working..
6. The area around the Laboratory is cleaned: Grass cut short, and all weeds removed. Housing for the generators should be cleaned fortnightly.
7. Germination dishes should be cleaned using warm water and soap and rinsed well.
8. Forceps should be dipped in alcohol between samples during planting and evaluation to eliminate cross contamination.
9. In all tests, distilled water should be used when using paper as a test Media.

b) Safety in the lab

WARNING (IN RED)

1. The Laboratory handles seeds that are chemically dressed.
 2. ALL Laboratory Staff are required to have their protective clothing on (Lab. Coats, clothes, masks) when working in the Laboratory.
 3. Do not eat, drink or smoke in the Lab. Wash hands after completing work.
 4. Samples should not be left open to avoid inhalation of harmful Chemicals.
 5. Analysts working in the Purity Section should close the samples after finishing with them as they deliver to germination section.
 6. Pins, scalpels and sharp objects should not be disposed in the paper Baskets.
 7. In case of chemical contacts with skin, rinse and then wash skin with water and soap.
 8. In case of fire run in the direction of exit.
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