Procedure: Sample Handling in the QC Laboratory

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# Purpose

The purpose of this procedure is to ensure the correct and safe receipt of raw materials, water, packaging materials, in-process samples, final product and stability samples to the Quality Control (QC) laboratory at [Company].

# Scope

The scope of this procedure includes the handling of samples required for testing by the QC laboratory.

# Responsibilities

Amend to reflect the company structure.

|  |  |
| --- | --- |
| Role | Responsibility |
| Quality Manager | Ensures that appropriate staff are trained in this procedure. |
| QC Associates | Ensures this procedure is followed. |

# Health, safety and environment

All chemical spillages must be cleaned up and reported to the quality manager immediately.

The Material Safety Data Sheet (MSDS) for each raw material or product should detail the correct personal protective equipment (PPE) to worn in each instance.

Before any samples are receipted staff must have read the associated MSDS.

## Protective equipment

A minimum of a white dustcoat or overalls must be worn at all times when handling raw materials and product.

Personnel must wear eye protection when handling all raw materials and product.

## Hygiene

Eating, drinking or smoking is absolutely prohibited in the laboratory and offices.

The use of hand washing facilities is compulsory especially when personnel return to the department from tea, lunch and comfort breaks. In addition, hands must be washed before and after sampling raw materials and product.

# Procedure

## Receipt process

Samples will be brought to the Quality Department by:

* quality staff
* production staff
* stores staff
* purchasing staff (for assessment of potential suppliers).

All samples are to be recorded in the Form FP717-1: QC Laboratory Sample Receipt Log, along with any special requirements. Details to be entered into the log are:

* date and time of receipt
* sample details including product code, batch / control number, process stage
* testing requirements
* special requirements and any special safety issues
* contract testing requirement.

The sample is labelled and stored awaiting testing. Testing will be scheduled by the Quality Manager on a day to day basis based on current priorities, however all raw material samples should be tested within one week, all in-process samples as soon as possible and final bulk testing is to coincide with release requirements for the product.

Amend time-lines as appropriate.

## Samples for contract testing

Samples for external contract testing are to be receipted as detailed above. The sample is appropriately packaged; an MSDS attached along with a testing procedure for the product. The sample is forwarded to the external contract laboratory using an appropriate courier. The forwarding of the sample to the Contract Laboratory is to be documented in the Form FP717-1: QC Laboratory Sample Receipt Log.

## Completion of testing

Once sample testing is completed the Final Status and Disposition columns are filled out to show final status, (this includes recording were testing was incomplete but is not progressing) and the disposition of the sample (retention, destroyed/dispose, stability).

Appendices

Amend as required or delete.

Definitions

Amend as required or delete.

| Term | Definition |
| --- | --- |
|  | Insert terms/abbreviations and definitions for those used within the procedure. Do not include any terms or abbreviations not used within the procedure. |
| MSDS | Material Safety Data Sheet |
| PPE | Personal Protective Equipment |
| QC | Quality Control |
|  |  |

Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
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Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
| FP717-1 | QC Laboratory Sample Receipt Log |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
| --- | --- |
| Doc. No. | Document Title |
|  |  |

List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

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