

<p>Public Analyst's Laboratory, Dublin, Ireland</p> <p>Manual : Administration - Edition 1 Test Method : SOP PALA 0018 Sample Reporting according to Timeframes and Deadlines Policy</p>	<p>Page No. : 1 of 2 Issue No. : 6 Authorised by: Rosemary Hayden Approved by : David Browne Issue Date : December 2010 Issued by : Rosemary Hayden Quality Manager</p>
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SAMPLE REPORTING ACCORDING TO TIMEFRAMES AND DEADLINES POLICY

1 Principle

This SOP details the protocol to be adopted by members of staff for the timely reporting of samples.

2 Responsibility

It is the responsibility of all members of staff that samples are managed according to this SOP.

3 Procedure

3.1 Analyse samples and issue analytical reports to customers as soon as possible after sample receipt.

3.2 Apply maximum deadlines as detailed in Table 1.

Note: Two weeks for the Christmas period and one week for the Easter period can be added to timeframes except where timeframes are specified by legislation.

3.3 In order to facilitate this, at least two analysts should be trained in the analysis of each high priority parameter (with competency maintained). Ideally this competency should be available in the Section where analysis is normally performed as the analysts will be familiar with the working environment and in working with the other team members.

3.4 If the deadlines in Table 1 are not achieved, inform the EHO or other customer, in writing, of the reasons for the overrun and the expected date for issue of report. Issue the memo as early as possible in the sample cycle. Notification at time of receipt, or before, in writing will fulfil this.

3.4 Issue a preliminary report incorporating the above memo information as appropriate.

3.5 Agree any sample reporting timeframes outside of the above in writing with the customer. This may apply to customer led timeframes, such as pertaining to FSAI-provided survey samples.

3.6 For follow-up/repeat samples it was agreed that SOP PALA 0019 Analysis according to Public Health Risk-based Prioritisation will govern the timeframe given for reporting; 4 weeks deadline for contaminants; 6 weeks for other sample types.

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Sample Category	Reference Type	Timeframe; From date of receipt, except for FLCs, NLCs and Import Control Samples.
Foods:		
Chemical Food Programme, incorporating prioritisation of parameters	FLC NLC	1 month from end of sampling period If samples accepted by agreement beyond sampling period, timeframe applies from receipt date
Repeat Chemical Food Sampling Programme Samples	FLC	4 weeks for contaminants 6 weeks for other sample types
Microbiological: Food Programme. Swabs. Other non-food and non-water.	FLM NLM NPC NPM	4 weeks
Food Complaints	CLF/CPF/ CLN/CPN	3 weeks
Food Export Certification	FPC/FPM	3 weeks
Import Control Samples	FLC/NLC	15 working days from date of sampling
Waters:	W Categories	4 weeks for final, combined Chemical /Microbiological reports 10 days for Fluoride only waters 3 weeks for Microbiological Water 6 weeks for In-house Laboratory Effluent Sample
Clinical Samples:	HS	4 weeks

Table 1