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TEST ITEM DELIVERY AND REPORTING ACCORDING TO TIMEFRAMES AND DEADLINES POLICY

1 **Introduction**

This SOP details the protocol to be adopted for the following:

- 1.1 The delivery of samples to the laboratory.
- 1.2 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 The protocol for the delivery of samples to the laboratory is addressed for each laboratory customer in any Service Level Agreement. It is a requirement of the Public Analyst's Laboratory, Dublin that all customers submitting clinical samples undertake to deliver the patient samples in accordance with the International Carriage of Dangerous Goods by Road (ADR) Regulations (or any such regulations that may be effected from time to time) for transport of biological samples by road or rail and in accordance with any special criteria required.

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

3.3 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.

3.4 Prior to sending a sample(s) to a subcontracting laboratory, agree a timeframe for analysis, taking into account the deadlines as detailed in Table 1.

3.5 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.

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- 3.6 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.
- 3.7 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.

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

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		6 weeks for In-house Laboratory Effluent Sample
Clinical Samples:	HS	4 weeks

Table 1

**Public Analyst's Laboratory,
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Manual : Test Methods Manual
Chemistry - Edition 1

Title of Section : Document Review and Amendment
Record

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Issue No. : 3

Issue Date : February 2009

Issued by : Rosemary Hayden
Quality Manager

<i>Date</i>	<i>Issue No. Reviewed</i>	<i>Reviewed By</i>	<i>Was document amended? Y/N</i>	<i>Amendments Approved by</i>	<i>Next Review Due by</i>
November 2010	4	R. Hayden R. Buckley	Y	R. Hayden R. Buckley	November 2012 Issue 5
December 2010	5	R. Hayden R. Buckley	Y	R. Hayden R. Buckley	December 2012 Issue 6
December 2010	5	R. Hayden R. Buckley	Y	R. Hayden R. Buckley	December 2012 Issue 6
December 2010 <i>January 2012 - Next Review Date updated in accordance with SOP PALA 0004 3.9.1</i>	5	R. Hayden R. Buckley	Y	R. Hayden R. Buckley	December 2013 Issue 6
10 th August 2012	6 No Review Performed	R. Hayden	Y	R. Hayden V. Young	December 2013 Issue 7
31/01/2014	7	R. Hayden	Y	R. Hayden V. Young	31/01/2017 Issue 8

<i>Amendment</i>		<i>Discard</i>		<i>Insert</i>		<i>Section(s) involved</i>
<i>No.</i>	<i>Date</i>	<i>Page(s)</i>	<i>Issue</i>	<i>Page(s)</i>	<i>Issue</i>	
82	January 2010	All	3	All	4	3.3 updated 'in Table 1' replaces 'at (ii)' 3.6 added and Table 1 updated - 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 Table 1 - updated with information above and the 6 week reporting timeframe for in-house laboratory effluent sample
93	Nov 2010	All	4	All	5	1 Principle updated with the 'timely' reporting of samples Point 3.1 from SOP PALA 0019 'Analysis according to Public Health' - Issue 2 added as 3.3. Following numbers amended accordingly Table 1 updated with deadline for Import Control Samples

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95	Dec 2010	All	5	All	6	3.2 updated - Note updated to read: 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 Table 1 updated: Removed; Wording in Table header removed replaced with 'Timeframe; From date of receipt, except for FLCs, NLCs and Import Control Samples.' NLC added with FLC sample timeframe NPC and NPM added with a 4 week timeframe
130	10 th August 2012	All	6	All	7	Title updated to include test item delivery 1 - Principle updated to include the protocol for the delivery of samples New 3.1 added to detail policy on sample delivery /transportation Subsequent numbering updated
159	31/01/2014	All	7	All	8	1 - Title updated 'Principle' changed to 'Introduction' DRAR - First table updated to add amendment 130 and Next Review Date update in accordance with SOP PALA 0004 3.9.1 3.4 - New entry added to detail policy regarding sending a sample(s) to a subcontracting laboratory 3.6 - Text regarding policy if deadlines are not achieved removed 3.7 - Text regarding preliminary report policy removed Numbering updated Formatting updated throughout including DRAR