

SOP: SOPSAMPTRAK

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Sample Tracking and Storage

PURPOSE:

This Standard Operating Procedure (SOP) states the responsibilities and describes the methods, procedures, and documentation used to track and store samples that are examined in the X-ray Diffraction Laboratory.

POLICY:

All samples must be processed in such a manner to ensure the safe handling and storage of potentially hazardous chemicals. All samples must be properly labeled and the proper chain of custody must be maintained. All samples must be accompanied by proper documentation and when necessary the MSDS of each sample must be supplied.

RESPONSIBILITY:

The X-ray Laboratory users and personell will be responsible for safety and storage issues. The sample custodian is responsible for tracking, storage, return and disposal of all samples delivered to the laboratory for analysis.

MATERIALS:

- Computer Database
- Label maker
- Manila Envelopes
- Plastic Freezer bags
- Permanent marker

Approve: JHR 12/30/2008

PROCEDURE:

1. Samples are delivered to the laboratory in person or by post and are accepted by the sample custodian.
2. Return samples whose vials have been damaged in shipment.
3. Samples are logged into the secure database.
 - a. Enter date, sample name, shipping company (if available), formula, chemical, information, structural information and customer information.
4. Sample is assigned a unique tracking number.
 - a. Use permanent marker or label maker to label the sample vial with the unique tracking number.
 - b. For secure samples all structural and chemical information on the sample is censored and the sample is labeled only with the unique number.
 - c. All information on the sample is kept in a secure password encrypted data base, which is unavailable to the general user.
5. Place hazardous samples in a clear labeled freezer bag and seal the bag.
6. A printed tracking document is kept with each sample.
7. Place the printed tracking document and the sample in a labeled manila envelope and seal the envelope.
8. Place the sample envelope in the staging area.
9. Secure samples are placed in the locked sample safe.
10. On receipt, labeling, recording and storage of the sample, the sample custodian will notify the customer by email of sample status.
11. A chain of custody document will be initiated by the sample custodian and a record will be maintained in the database.
12. Once the samples are examined and analyzed the sample custodian will return the sample to the customer by post.
13. Samples that are not returned are kept for one year and then disposed of in the proper manner.

Documentation

- Records that are readily regenerated from tracking and storage of the samples may be placed in labeled folders and stored in a locked file cabinet.
- Records are maintained on a secure password protected database.

Document control

- The goal of the laboratory document control program is to assure that all documents for a specified project will be accounted for when the project is completed.
- Accountable documents used shall include, but not be limited to, logbooks, chain-of-custody records, sample work sheets, bench sheets, and other documents relating to the sample or sample analyses.