

<p><b>Public Analyst's Laboratory, Dublin, Ireland</b></p> <p><b>Manual</b> : Administration - Edition 1  <b>Test Method</b> : SOP PALA 0018  Test Item Delivery and Reporting  According to Timeframes and  Deadlines Policy</p>	<p><b>Page No.</b> : 1 of 3 &amp; DRAR  <b>Issue No.</b> : 10  <b>Authorised by:</b> Vincent Young  <b>Approved by</b> : Rosemary Hayden  <b>Issue Date</b> : 26/07/2017  <b>Issued by</b> : Rosemary Hayden  Quality Manager</p>
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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 unless otherwise agreed with the customer. Timeframes are based on Received Date unless timeframes are specified in legislation.

Note: Two weeks for the Christmas period and one week for the Easter period can be added to the Due Date, if the Due Date falls ordinarily in either of these holiday periods 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

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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.

- 3.6 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.
- 3.8 In the event that the Flexible Scope is employed an extended deadline may be agreed with the customer to facilitate the completion of required validation in accordance with SOP PALA SOP PALA 0030 - Operation of the Laboratory Flexible Scope.
- 3.9 In the event that work needs to be subcontracted as a result of the outcome of testing (example: dispatch of bacterial isolates to an NRL for further investigation), then, when that report contains results of interest to the customer or competent authority, an updated report will be issued within 4 weeks of the receipt of a report from the NRL. The laboratory cannot anticipated when it will receive such additional information. The content of such a report cannot always be anticipated and a LIMS analysis update may be required prior to the issue of an updated report to enable such reporting.

<b>Sample Category</b>	<b>Reference Type</b>	<b>Timeframe; From date of receipt, except for FLCs, NLCs and Import Control Samples.</b>
<b>Foods:</b>		
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 all sample types
Microbiological: Food Programme. Swabs. Other non-food and non-water.	FLM NLM NPC NPM	4 weeks

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Food Complaints	CLF/CPF/ CLN/CPN	3 weeks
Food Export Certification	FPC/FPM	3 weeks
Import Control Samples <i>re</i> Contaminants under Regulation 1881/2006 or 884/2014	FLC/NLC	<u>15 working days</u> from date of sampling based on S.I. 218/2010 and S.I. 250 of 2015. Timeframe applies to parameters covered regulations where these S.I.s or similar apply. Timeframes for other parameters will be those applicable to General Food Law or Food Sampling Programme as appropriate.
Import Control Samples <i>re</i> General Food Law (Regulation 178/2002)	FLC/NLC	<u>15 days</u> from date of sampling based on S.I. 747/2007
<b>Waters:</b>	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  10 days for HFSA samples
<b>Clinical Samples:</b>	HS	4 weeks
<b>Cosmetics Samples</b>	KLM	7 weeks (allows for assembly of suitable analytical batches)

**Table 1**

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<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 <sup>th</sup> 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
05/06/2015	8 No Review Performed	R. Hayden	Y	R. Hayden V. Young	31/01/2017 Issue 9
18/07/2017	9	V. Young	Y	R. Hayden V. Young	18/07/2020 Issue 10

<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

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						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
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 <sup>th</sup> 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
181	05/06/2015	All	8	All	9	3.8 - Added to reference the operation of the Laboratory Flexible Scope Formatting updated
189	26/07/2017	All	9	All	10	Section 3.3: Added "unless otherwise agreed with the customer". Content expanded to define the timeframe basis and operation over holiday periods. 3.9 New content addressing report reissue following receipt of supplementary information. Table 1: Repeat Chemical Food Sampling Programme Samples; Timeframe changed to 4 weeks for all sample types. Table 1: Import control samples; Content expanded <i>re</i> Contaminants Samples. Timeframe added for import samples covered by General Food Law

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						Table1: Added "10 days for HFSA samples" Table 1: Added row "Cosmetics Samples" and "KLM" Top Code with 7 week timeframe