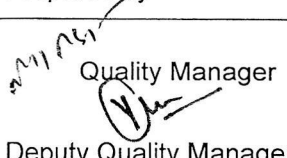
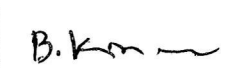
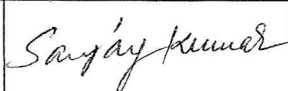
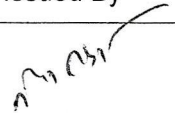
	CENTRAL LABORATORY, DELHI	DOC: CB/CL/SOP/7.4/1
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1.0 SCOPE

The procedure covers all the samples received in the laboratory for analysis


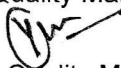
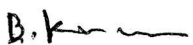
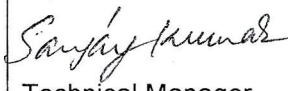
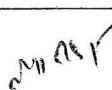
2.0 PROCEDURE

- 2.1 Samples are collected by the trained staff of CPCB as per sampling plan and preserved at site if required.
- 2.2 Test the field parameters of samples like DO, temperature, pH at site
- 2.3 Segregate samples on site if required to be analysed in different laboratories or require special preservation viz. Pesticides, heavy metals or physico-chemical parameters for distribution in respective laboratories.
- 2.4 Preserve all the samples, which require preservation as per BIS or APHA standard method on site.
- 2.5 Seal all industrial samples collected for checking compliance or any other legal samples or samples collected as per court orders on site after collection.
- 2.6 All the samples for analyses are received in Central Sampling Receiving Section along with two copies of requisition slip stating detailed information required.
- 2.7 On receipt of samples in common/concerned Sample Receiving Section, the requisition slip is checked for detailed required information. If, it is incomplete, relevant information is obtained from indenters.
- 2.8 The samples are examined at least for the following before acceptance.
 - (i) Suitability of the container used for sampling
 - (ii) Any damage/leakage of the container
 - (iii) Date and time of sample collection for such samples which are required to be analysed within the defined time period e.g. bacteriological parameters.
 - (iv) Proper labelling/stickers
 - (v) Required quantity/volume of the sample for analysis of the desired parameters
 - (vi) Samples preservation status

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Prepared by	Reviewed & Recommended by	Approved By	Issued By
 Quality Manager Deputy Quality Manager	 Deputy Technical Manager	 Technical Manager	 Quality Manager

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- 2.9 Obtain approval from In-Charge, Laboratory or next senior person for analysis of samples.
- 2.10 The samples are accepted only when all the above requirements are fulfilled otherwise are rejected.
- 2.11 A laboratory reference number is allotted to the sample and an acknowledgement given to the indenter.
- 2.12 The indenter retains one copy of requisition slip for future reference and samples alongwith a copy of requisition slip are referred to the respective Laboratory In-Charge for analysis.
- 2.13 The Laboratory In-Charge assigns the responsibility of sample analysis to the concerned Laboratory Staff/Analyst.
- 2.14 Each laboratory also maintains a separate register for sample receipt and keeps details of the samples received for analysis.
- 2.15 Remnant samples and samples for repeat analysis (as per quality plan) are retained in the laboratory for defined period of time and stored under required environmental conditions. The Laboratory shall define the retention period of samples in consultation with Technical / Quality Manager.
- 2.16 The final test report signed by the Concerned Laboratory In-Charge and In-Charge. Customer/indenter (Divisions/Laboratories) is issued/dispatched by the concerned Laboratory In-Charge
- 2.17 The indenter can enquire about the status of the sample analysis by quoting the allotted reference number at any time during the process of analysis.

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 Quality Manager  Deputy Quality Manager	 Deputy Technical Manager	 Technical Manager	 Quality Manager