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| <b>Quality Management System Procedure</b><br>[Laboratory Name] | Issue Date:<br>YYYY/MM/DD                 | Rev.:<br><b>0</b> |
|   | <b>QSP 5-8-1 – Handling of Test Items</b> |                   |

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Purpose**

To outline the procedures for the transportation, receipt, handling, protection, storage, retention and/or disposal of test and/or calibration items.

To outline the procedures and appropriate facilities for avoiding deterioration, loss, or damage to the test or calibration item during storage, handling, preparation, and testing.

### **Scope / Field of Application**

This procedure applies to all test items.

Efforts are made to minimize errors that can be introduced as a result of collecting and handling the sample. The objective is to provide the laboratory with a set of samples that closely represent the environment from which they were taken.

### **Definitions and Acronyms**

**Holding time** - time elapsed from the date of sampling until the start of testing.

### **Responsibility**

Laboratory personnel

### **Materials Required**

Refrigerator / freezer  
Shelves / racks