

RECEPTION, STORAGE AND PREPARATION OF SAMPLES

According to ISO/IEC 17025:2017 the laboratory should have procedures for reception and identification.

DURING REGISTRATION ABNORMALITIES SHOULD BE RECORDED

- Insufficient sample
- Poor condition
- Physical deterioration
- Incorrect temperature
- Damaged packaging
- Deficient labelling

The laboratory should consult with the customer/inspector before deciding whether to test or refuse the sample.

ACCEPTED SAMPLES REGISTRATION

- Issue of a receipt to the person bringing the samples
- A record detailing the nature and numbers of samples received
- Note of condition on receipt (e.g., frozen, partially defrosted, signs of decomposition) when necessary, temperature
- Characteristics of the sampling operation (sampling date, sampling conditions, etc.)
- Details of the tests required
- Name and contact details for the sample originator
- Provision to give the sample a unique registration number/code to ensure that samples cannot be confused or mixed up
- Date and time of receipt

STORAGE OF SAMPLES

- **Stable products:** As early as possible and before the storage limit date.
- **Fresh and refrigerated products:** Within 24 hours after receipt. If a longer storage period cannot be avoided, freeze below -18°C and mention this in the test report.
- **Pasteurized or similar products:** As early as possible and before the storage limit date.
- **Spoiled stable units:** As soon as possible and in less than 48 hours.

PREPARATION OF SAMPLES

- Measuring the test portion from the sample.
 - To avoid contamination, use special premises, safety cabinet or clean/disinfected areas.
- Secure sample homogeneity.
 - Two or more physical phases - separate and treat as separate samples.
 - Mixing, reducing, coning and quartering, rifling and grinding.
- Labelling should identify the sample to related plans or notes.
- Use standart methods for the preparation of the sample.



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