

SAMPLE HANDLING INSTRUCTIONS

DETAILED HANDLING PROCEDURES

1. RECEIVING SAMPLES

- Verify shipment contents against packing list
- Check sample container integrity
- Record receipt time and condition
- Photograph any damage or discrepancies

2. STORAGE REQUIREMENTS

- Normal temperature samples: 15-25°C
- Relative humidity: 30-70%
- Protect from direct sunlight
- Ensure adequate ventilation

3. PROCESSING GUIDELINES

- Follow established SOPs for each sample type
- Use clean, calibrated equipment
- Document all processing steps
- Maintain sample traceability

4. QUALITY CONTROL

- Perform regular equipment calibration
- Implement quality checks at each step
- Maintain detailed processing logs
- Report any quality issues immediately

5. WASTE DISPOSAL

- Follow institutional waste disposal procedures
- Segregate different waste types appropriately
- Document waste disposal activities