

 UGEE CHEMICALS	UGEE CHEMICALS Quality Assurance SOP	SOP Standard Operating Procedure	
<b>QA Odor Room Maintenance</b>			
SOP #: UCL/IBDLAB/CD/Q/02.0	Issuance Date:	As at Last Signature	Reference: P&G GCAS 60066653, 60047654, P&G LAB-S-01-BTY
	Revision Date:	Maximum 2 years from Effective Date	
	Effective Date:	20 working days from the issuance date	Page 1 of 7

## PURPOSE

- To define standard procedure for the use and maintenance of the Ibadan Plant Odor Room. The following procedures ensure fitness for use with P&G Test Method GCAS 60066653.

## SCOPE

- Qualified panelists evaluate the odor of production samples versus standard. Background odors must not interfere with odor evaluations. In order to prevent background interference all testing must be conducted in a room free of significant odor

## RESPONSIBILITIES

- **The Plant Odor Coordinator:** Responsible for the initial and on-going qualification of panelist, odor room maintenance and ensuring it fitness for use.
- **The Panelist:** Responsible for daily evaluation of sample and also ensure that the odor room is free of odor before odor evaluation.

## POTENTIAL RISKS

NA

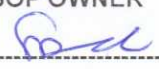

## PPE REQUIRED

NA

## PROCEDURE

General specification required for all odor evaluation room (refer P&G Test Method GCAS 60066653)

1. THE MOST CRITICAL ELEMENT OF THE ODOR ROOM IS THAT IT SHOULD BE FREE FROM ODOR WHETHER FROM INTERNAL AND EXTERNAL SOURCE. This is affirmed by a qualified odor panelist or site odor coordinator when entering the room and validate with check sample.
2. The room should be free from soft furnishing, foods, drinks and other odorous materials. Construction material must be easy to clean and non-absorbing so that they do not retain odor over time. Neutral odor

SOP OWNER  Adio Sakiru Date: 28/04/2022	HSE APPROVAL -----N/A-----	QA APPROVAL -----N/A-----	AUTHORISATION  SITE QA: Alawode Olujide Date: 28/04/2022
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schemes are recommended to enhance panelist ability to concentrate

- 3 The recommended temperature range is 20°C to 27°C monitored using a temperature data logger.
4. Monitoring of humidity level may be necessary to avoid discomfort and sensitivity of panelist. Level of 20% to 90% humidity are ideal to optimize olfactory ability (Prolonged periods of low humidity can desensitize panelist drying out their nose.
- 5 Seating should be available to allow panelist to sit while paneling
- 6 Odor evaluation room must be cleaned daily and evaluation should not be conducted immediately after cleaning with any detergent or solvents.
- 7 The odor testing area should be easily accessible for panelist and free from distraction. It should also be comfortable and quiet.

#### Maintenance

- 8 Room should be cleaned preferably with low odor material e.g. dry dusted: using water only. If other material need to be used, then choose low odor and leave the room for 1 hour before evaluation by expert grader to ensure no significant background.

#### Notice

- 8.1 Spraying of perfumes, colognes, etc is not allowed in this room.
  - 8.2 Materials with the strong odor must not be brought into the room
  - 8.3 Cleaning agents must not be used
  - 8.4 Items such as food and drink must not be brought into the odor room
  - 8.5 If any spillage, it must be cleaned up properly before leaving room
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- 9 Conduct monthly Verification of Odor Room using attachment 3
  - 10 Download the data logger information monthly and store in 'Data logger file' location on One-drive

#### **REASON FOR UPDATE**

VERSION 0: New SOP

<b>End Of Procedure</b>
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<b><u>SOP RELATED ATTACHMENTS</u></b>
Attachment 1 – Odor Room Qualification sheet Attachment 2 – Odor Room Model Answer sheet Attachment 3 – Main Lab Sensory Room Specification Verification

Attachment 3



Main Lab sensory room specification Verification

Date :

Due date :

	Room specification requirement	Compliance		Verified By	Comment
		Yes	No		
1	Is Odor Room easily accessible for panelists and free from distractions ,comfortable and quiet?				
2	Is Sensory/Odor Room separated for sensory alone?				
3	Is the room free from any noticeable odor ?				
4	Room Humidity (20-90)%				
4	Room Temperature between( 20-27 ) <sup>0</sup> C				
5	Odor STD sample kept in the Fridge at (2-10) <sup>0</sup> C ?				
6	Separate Frigdes for R.M sample/Different compartment for RM & FP odor sample?				
7	Bating average > 75 %				
8	Site Odor panelist Calibration should be valid				
9	Seat should be available to allow panelists to sit while paneling				

\*Verification check for odor room must be conducted on monthly basis

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