 <b>UGEE CHEMICALS</b>	<b>UGEE CHEMICALS</b> Quality Assurance SOP	<b>SOP</b> Standard Operating Procedure	
<b>RETAINED SAMPLES MANAGEMENT</b>			
SOP #: UCL/IBDLAB/CD/Q/08.0	Issuance Date:	As at Last Signature	Reference: MAT-P-01. FHC MAT-S-01
	Revision Date:	Maximum 2 years from Effective date	
	Effective Date:	20 working days from the issuance date	Page 1 of 8

## PURPOSE

- Provide necessary guidelines in the receipt, storage and control of raw materials, HALB and finished products retained samples.
- Preserves samples of both raw materials and finished products for future reference.

## SCOPE

- Applies to all materials (raw materials & finished products) to be kept in the Ibadan Plant FHC Lab retention room.

## RESPONSIBILITY

### Lab Analyst:

- Responsible for taking the samples of raw materials used on the production floor and finished products for future reference.
- Responsible for correct handling and storing of both raw material and finished product retain samples in the retention room. He or she ensures that only the right samples are taken for retention and this is recorded in the e-stock card for raw material and finished product.

### System Owner:

- Responsible for retention room arrangement pattern and also to communicate arrangement to Lab analyst, for easy traceability.
- Responsible for identifying, segregating and disposing of expired raw material and finished product retain Samples.

## POTENTIAL RISKS

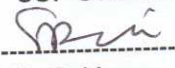

- Not Applicable

## PPE REQUIRED

- Not Applicable

## PROCEDURE

1. F&HC finished product retention samples are taken as follow: a brand per day (2 strings are taken for all strings FP while a sample is taken for other SKU)

<b>SOP OWNER</b>  Adio Sakiru Date: 11/12/2022	<b>HSE APPROVAL</b> -----N/A-----	<b>QA APPROVAL</b> -----N/A-----	<b>AUTHORISATION</b>  SITE QA: Atawode Olujide Date: 11/12/2022
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2. FHC liquid raw materials i.e HLAS, Caustic and Silicate must be sampled only to the half of the sampling cup and is to be stored inside the dedicated container in the temperature-controlled Retention Room.
3. FHC powdery raw materials are to be sampled and kept inside drug-dispensing nylon/Sampling cup. The quantity must not be more than half of what such nylon/Sampling cup can contain. This is to be sealed up and stored inside dedicated container in the temperature-controlled Retention room.
4. The Lab analyst on duty must update the material stock card when samples are taken for reference or reanalysis.
5. The last sample of a batch must not be given out but a piece can be taken from the pack for re-analysis.
6. All F&HC retained samples of Finished products are to be stored for a period of one year after Expiration date i.e additional one year after Expiry Date and Raw materials retained samples are to be stored for three(3) months from Sampling date.
7. All records for expired retention Sample must be treated in respect with Ibadan plant Record keeping SOP (UCL/IBDSITE/CD/Q/22) by the system owner.
8. Expired F&HC finished product retention samples are returned to the production floor for re-blend. F&HC system owner aligns with packing line manager before returning samples to their line for re-blend.
9. F&HC non-hazardous and hazardous expired retained raw material samples must follow Plant Safe Practices for Hazardous and Non- hazardous waste (GSP NO : 017)
10. Lab leader is to save each e-stock card at the end of each Calendar year. Blank page should be opened for each calendar year.

#### REASON FOR UPDATE

VERSION 0: New SOP

End Of Procedure

#### SOP RELATED ATTACHMENTS

Attachment 1 – Qualification Sheet  
Attachment 2 – Model Answer Sheet  
Attachment 3 – Raw material Retention Stock Card  
Attachment 4 – Step-up card