

Feed & Fertilizer Sample Receipt and Log-In

1. Scope:

This document provides a standard procedure for feed and fertilize sample receipt and log-in.

2. Procedures:

- 2.1. Feed and fertilizer samples are collected by the Feed, Fertilizer, and Livestock Drug Regulatory Services (FFLDRS) staff and are delivered to the lab's receiving room either in person or by a delivery service.
- 2.2. Receiving room staff logs sample(s) onto the Incoming Package Sheet and notifies RA staff.
- 2.3. RA staff collects samples from the receiving room, signing the Incoming Package Sheet.
- 2.4. RA staff checks the integrity of the sample, verifies the security seal is intact, and the security seal number matches the number on the sample sheet (sample sheets are submitted to the lab by email). The section supervisor or designee shall be notified of any sample that is damaged to where the integrity of the sample has been compromised, the security seal is not intact, or does not match the sample sheet. The supervisor or designee shall also be notified if no sample sheet has been submitted. Samples delivered in person to the lab may not have a security seal.
- 2.5. Liquid samples that are submitted in the original manufacturer's container shall be inspected for the integrity of the manufacturer's seal if present. Examples of manufacturer's seals are shrink bands, induction seals, or tamper evident screw caps. One of the following shall be noted on the paperwork:
 - "Seal Intact" – where there is a manufacturer's seal and its integrity is intact
 - "Seal Broken" – where there is a manufacturer's seal but its integrity is not intact
 - "No Seal" – where no manufacturer's seal was observed
- 2.6. Each sample is assigned consecutive lab number according to the type (fertilizer samples are assigned 5xxxx numbers and feed samples are assigned 8xxxx numbers). The sample number, date received, sample weight or liquid amount, and signature are entered on the sample sheet.
- 2.7. Once the sample sheet is completed, the sample is prepared for analysis and the preparation date is entered onto the sample sheet.
- 2.8. The sample and sample sheet are placed in the proper storage areas.

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Page 2 of 3

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Page 3 of 3

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