

Title: Sample Turnaround Times in the Chemical Analysis and Methods Unit		
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Sample Turnaround Times in the Chemical Analysis and Methods Unit

1. Scope

This Standard Operating Procedure provides sample turnaround times for the Sample Preparation Labs and the Instrumental Analysis Lab of the Chemical Analysis and Methods Unit.

2. Procedure

- 2.1 The sample turnaround times for both the Organic Labs (sample preparation) and Instrumental Analysis labs will be 80 calendar days each from the date of reception unless otherwise specified.
- 2.2 A copy of the sample submission sheets must be provided to each lab area to ensure proper tracking of turnaround times. (One copy for the sample prep labs and one copy for the Instrumental Analysis Lab.)
- 2.3 Samples requiring faster turnaround times than 80 days shall be clearly identified and the required turnaround times specified on the sample submission sheets.
- 2.4 A non-conformance will be issued if the sample turnaround time is not respected. The non-conformance will be prepared in the laboratory where the non-compliance occurred.
- 2.5 Samples will be prioritized in order of sample reception. Should a batch of samples take precedence over other samples (as per directives coming from management) then a non-conformance for the samples delayed as a consequence shall be issued by management.
- 2.6 If samples cannot meet the specified turnaround times because of delays caused by matrix interferences, low-recoveries, instrument failure, etc., a non-conformance shall be issued with the cause of delay clearly identified, as well as all samples affected by the delay.

3. Revisions

Feb. 2009: Author: Mylaine Tardif; New document

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