

Standard Operating Procedure

Title: Retention Samples - Laboratory

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- 2.9.1. When ready, the Well Box can be transported to Dispensary. Complete and attach Form-015 "Warehouse Information Form". Extra Well Boxes and pallets can be obtained from the Warehouse.
 - 2.10. Refrigerated Items (between 2° - 8°C)
 - 2.10.1. Finished Good House Samples are to be individually marked with 'R/S'.
 - 2.10.2. All refrigerated items are stored in the Laboratory refrigerator until the expiry.
 3. Raw Materials
 - 3.1. Raw Material Retention Samples are to be individually labelled with R/S and are temporarily stored in their respective bucket (liquid chemicals, dry chemicals and components) in the Retention Sample shelf in the Laboratory.
 - 3.2. A Raw Material Retention Sample Register Log form (Form-295) is filled up.
 4. Disposal of House Samples
 - 4.1. Finished Goods
 - 4.1.1. Finished Goods are disposed of one year past their expiry date. They are disposed of in the Security Waste reject bin (with the exception to finished good components which are disposed of 5 years after their date of arrival).
 - 4.2. Well Boxes (Finished Goods)
 - 4.2.1. Well Boxes are kept until the Discard date and then disposed of. The Warehouse will take care of this but it is the responsibility of the Laboratory to inform the Warehouse of the Well Box number to be discarded from the retention shelves.
 - 4.2.2. Ensure the Retention Sample Register Log form is filled out with details of their disposal date.
 - 4.3. Raw Materials
 - 4.3.1. Raw Materials retention samples are to be disposed of 5 years after date of arrival through the Security Waste reject bin. (See SOP EHS-020).
 - 4.3.2. Raw Material components are to be disposed of 5 years after the date of arrival (unless otherwise stated) into the Non Filled Security Waste reject bin.
 5. Inventory and Retrieval of House Samples
 - 5.1. Inventory of House Samples
 - 5.1.1. It is a requirement that a sample from every batch of finished goods produced is kept for 1 year past the expiry date of the product in Retention Samples.
 - 5.1.2. It is a requirement that a sample of every Raw Material chemical and component that comes in contact with the finished product is kept for 5 years past the arrival date in Retention Samples (unless otherwise stated).
 - 5.1.3. All products or received Raw Materials are packed into Well Boxes or in the safe have their details entered into the respective Retention Sample Register Logs. Any Raw Material or Finished Goods retention samples can be retrievable by checking