
Overview

This standard is about receiving, sorting, transporting and storing specimens/samples in a laboratory, in accordance with approved procedures and practices. You will be expected to follow the company procedures ensuring that all labelling is correct, that all requirements of any laboratory information system are adhered to and that samples are stored and transported in the correct way.

Ensuring that samples for analysis are handled correctly is essential. Any mistakes prior to analysis are likely to render subsequent results invalid. Adherence to correct procedures for labelling, storing and transporting samples will ensure that results are valid.

You will be expected to accept responsibility for your actions ensuring that all procedures are followed. You are not expected to have responsibility for developing or managing the system.

Who this standard is for

The standard is recommended for all staff, but particularly new recruits and junior employees.

**Performance
criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures
 - P2 confirm that specimens/samples received are in the correct packaging/container and are labelled accurately
 - P3 correctly unpack, label, prepare and sort specimens/samples ready for analysis
 - P4 prepare samples or specimens for storage, transport or any other required processing
 - P5 process all necessary documentation
 - P6 identify and deal with any samples or specimens that required special handling or processing
 - P7 ensure that all samples are stored and/or transported according to the laid down procedures
 - P8 communicate the required information to authorised people according to company procedures

Knowledge and understanding

You need to know and understand:

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the formal lines of communication open to you
- K3 the organisational structure and lines of accountability within company
- K4 the legal and regulatory frameworks within which you are working and the implications of failing to comply with either
- K5 the correct procedures for the work you are carrying out
- K6 the sample/specimen handling system for your organisation
- K7 the sample information system in use in the organisation and why it is important that it is followed
- K8 the range of hazard labels used on specimens/samples and what each label means
- K9 the analytical procedures that the samples will undergo and any special handling or preparation that needs to be done
- K10 the procedures to be followed if non-standard, or damaged samples are received
- K11 the factors that might adversely affect the integrity of the specimen/sample
- K12 the limits of your authority and to whom you should report to if you have problems you cannot resolve
- K13 the control of substances hazardous to health (COSHH) regulations, and their application in the workplace (such as chemicals, radioactive substances and biological material)

COGLS209

Receiving, sorting, transporting and storing samples in life sciences and related industries



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