

Central Laboratories Unit (CLU) – Analysis Policy

This policy outlines the rules and regulations governing the analysis of samples submitted to the Central Laboratories Unit (CLU). It aims to ensure the safety, efficiency, and quality of services provided by the Unit.

1. Scope of Policy

This policy applies to all clients (internal and external) submitting samples for analysis at CLU. It governs sample eligibility, acceptance, handling, and post-analysis procedures.

2. Prohibited Samples

CLU maintains strict guidelines regarding the types of samples accepted. The following are not permitted:

- Biological samples, including but not limited to blood, tissue, urine, saliva, or any sample of human or animal origin.
- Weapons or weapon-related materials, including firearms, ammunition, explosive residues, or any potentially dangerous items.

3. Sample Quantity

The number of samples accepted per request is determined by the assigned analyst, based on:

- Instrument capacity
- Current workload
- Time required per analysis

Large requests may be scheduled over multiple phases depending on availability.

4. Sample Preparation

CLU does not provide sample preparation services.

Clients are responsible for submitting samples that are ready for analysis in the required format (solid, liquid, etc.).

Improperly prepared or mislabeled samples may be rejected.

5. Sample Labeling and Documentation

Each sample must be clearly labeled and accompanied by the completed Analysis Request Form.

Incomplete forms or missing information will delay processing or result in rejection.

6. Sample Disposal Policy

Unless otherwise requested in writing, all samples will be disposed after 2 weeks of the analysis is completed.

CLU will not store or return samples unless prior arrangements are made and approved. Disposal is conducted in compliance with safety and environmental regulations.

7. Sample Ownership and Responsibility

The client remains responsible for the sample until it is received by the assigned analyst. CLU is not liable for damage or degradation of samples due to improper handling before submission.

8. Health and Safety Compliance

All samples must comply with CLU's Health and Safety Guidelines. Hazardous or chemically unstable samples must be clearly declared.