

Standard Operating Procedure

Title: Laboratory Retention Samples Management

Raw Materials – Components	Warehouse Sampler	Retention Sample shelf in Laboratory
Contract manufactured product	Warehouse Sampler	Retention Sample shelf in Laboratory
Finished Goods	Production staff	Retention Sample shelf in Laboratory
Finished Goods – stored between 2° - 8°C	Production staff	'Retention Samples' in Refrigerator

2. Finished Goods Retention

- 2.1. Retention Samples are to be individually marked with 'R/S'.
- 2.2. Small boxes (e.g. tablets) are to be held together in bundles of 4 or 5 with sticky tape. (Do not use elastic bands, unless absolutely necessary, as they perish over time).
- 2.3. Use Standard size Well Boxes for all products, which can be ordered through the warehouse.
- 2.4. Each Well Box is to be given a number that is unique and distinguishes it from all other Well Boxes. It must contain the letters RS followed by 4 digits, e.g. RS0040 is House Sample Well Box 40. This 6 digit name is what will be entered into 'Retention Sample Register Log' (**Form-300**).
- 2.5. Samples are packed into shippers (smaller boxes) [collected from the Warehouse](#).
- 2.6. Each shipper is given a letter that distinguishes it from all other shippers within the larger Well Box, e.g. **H**, written on the respective shipper.
- 2.7. After the house samples have been placed into their respective shipper or well box, the samples must be logged into "Retention Sample Register Log" (**Form-300**).
- 2.8. Once a Well Box is full of shippers, the front panel is inserted and the lid put on. The front panel must have the Well Box number (e.g. RS0040) and Date to be discarded. These are to be written as large and legible as possible.
- 2.9. The 'Date to be Discarded' is obtained by reviewing the "Retention Sample Register Log" (**Form-300**) and determining the longest/last expiry date. Then add one year to this date and that is the month and year for the discard date.

Example of what should be written on the front panel of the Well Box:

RETENTION SAMPLES
HS0040
Well Box 40
TO BE DISCARDED: MARCH 2008

Also write the Well box # on the top and bottom lids on all four sides of the Well Box just in case the front panel disappears or the pallet is stored sideways.