






Research and Graduate Studies Sector

Central Laboratories Unit (QUCLU)

CLU-SCP-SOP 01

SAMPLES CONTROL PROCEDURE

25/02/2020	01	Issued for Implementation			
<i>Issue date</i>	<i>Revision No</i>	<i>Revision Description</i>	<i>Prepared By Technical Manager</i>	<i>Reviewed by Quality Coordinator</i>	<i>Approved By Director</i>

1. Purpose

- 1.1. The samples analyzed in the laboratories shall be properly received, handled, stored, analyzed and returned to the client or disposed.

2. Scope

- 2.1. This procedure applies to all QUCLU received samples for analysis, which are under the responsibility of the Central Laboratories Unit Director, Technical Manager, Quality Coordinator and Lab Coordinator.

3. PROCEDURE

- 3.1. The Client shall download the Electronic Analysis Request Form (ARF) from the Central Laboratories Unit (QUCLU) Website. <http://www.qu.edu.qa/research/centers/clu/Make-Request>
- 3.2. The Client shall fill and electronically sign the Electronic Analysis Request Form for sample submission and acknowledgment sections and select the service needed with complete details and number of samples.
- 3.3. The accepted requested must be under one of the following categories: Departments/Centers, valid Projects and QU student's courses. **Only Course Supervisor/Project LPI/Project PI shall submit the ARF.**
- 3.4. Requests that are not part of a research projects or students courses and have been verified as a department, the head of the Department/Center director should be approved the request.
- 3.5. The Client shall submit the Electronic Analysis Request Form by email to the QUCLU Technical Manager, Laboratories Coordinator and Quality Coordinator.
- 3.6. The QUCLU Technical Manager shall review the Electronic Analysis Request Form, electronically sign and direct the request form by email to the technician(s) (**depending on the selected method(s) to check the availability of the equipment**), Laboratories Coordinator and Quality Coordinator.
- 3.7. After accepting the ARF from the technician, the QUCLU Laboratory Coordinator should send email to the client to determine the exact appointment (Date and Time) for sample submission to the sampling room # C116.
- 3.8. The Client shall submit the samples to the sampling C116 at the exact appointment (Date and Time) for all analysis, except SEM-EDS and TEM the samples must submitted one day before the date of analysis.
- 3.9. The technician shall check the samples before analysis and electronically sign the Electronic Analysis Request Form. The QUCLU Laboratory Coordinator should numbering the form with the QUCLU ID number.
- 3.10. The technician shall do the approved analysis.
- 3.11. After finishing the analysis, the technician shall prepare the results report, cover page, sign the results report as analyst and attaches them with the analysis request form.
- 3.12. The final documents and the analysis data must sent to the QUCLU technical manager for final revision and approval.

- 3.13. The QUCLU Technical Manager shall sent the revised reports to the **QUCLU Director** for final approval.
- 3.14. The technician shall send the result reports by email to the client (CC Technical Manager) with an inquiry about the sample disposal or return.
- 3.15. The **QUCLU Director** shall send an email to the clients at the beginning of each semester to remind them by the sample management method and any other requirements to ensure regularity of work in the QUCLU.

4. Central Laboratories Unit Analysis Request Form:

Qatar University
Research & Graduate Studies Sector
Central Laboratories Unit



جامعة قطر
QATAR UNIVERSITY

جامعة قطر
قطاع البحث والدراسات العليا
وحدة المختبرات المركزية

Request ID: CLU - - Analysis Request Form

To BE FILLED BY THE CLIENT	
Sample submitted on date:	¹ Expected date of result:
Sample submitted by:	Name:
	Dept/Org:
	Tel:, Email:
	P.O.Box: Signature: Date:
Sample Delivered by:	Name: Email:
Analysis is for:	Department: University Studying course no.
	² Project (Type and Number:
Sample information:	Solid <input type="checkbox"/> Gas <input type="checkbox"/> Liquid <input type="checkbox"/> Other <input type="checkbox"/> :
	Number of sample: size (weight/volume):
	Storing condition:
	More Description
Tests Required: ³ Clarify as much as you can
Acknowledgment Required	The following acknowledgment statement must be included in every publication that include any results acquired through CLU facilities: "..... was accomplished in the Central Laboratories unit, Qatar University." (P.I. Signature: Date:
Result received by: Date result delivered: Signature:	
Results delivery Mode Cost: QR: Sample returned to customer: (Yes / No)	
Customer Satisfaction:	
To BE FILLED BY CLU STAFF	
Date sample received: Received by: Signature:	
Method(s) of analysis:	
Job Assigned to: Dr./Mr./Ms.: Please take care of the analysis method	
Technical Manager: Date:	

¹ Additional sample wt. vol will be requested, to repeat analysis, when required. If customer is unable to supply additional sample, a previous analysis report will be issued. Expected reports to be subject to change, if analysis is repeated.
² Internal or external project NFRP, UREP or other
³ If you choose a certain method, clarify as much as you can. Example, if analyzed by IGA, provide the temperature range and the heating rate.