



Federal Agency for the Safety of the Food Chain




Procedure

Allocating Analyses to External Laboratories in Relation with the Control Programme

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Competent administration: Central Administration of DG Laboratories

Service in charge: Laboratories Administration

	Name – function / service	Date	Signature
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List of Revisions of the Document

Revision by / date*	Reason of revision	Part of the text / scope of the revision
21 Nov 2008	Adjusting version 2 of procedure 2007 /16/ LAB (LAB-00-P-13)	

* The period of time between the present date and the last revision shall not exceed 5 years. Change revision number and year, if applicable. Upon approval, adjust the date of implementation taking into account the time required to inform the staff members involved.

Intended for

Staff members of the LABORATORIES ADMINISTRATION:

- Central Administration
- External Laboratories

The documents are available on the central server. Group A versions are the versions in force.

Keywords

- External laboratories
- Control programme
- Analyses

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ALLOCATING ANALYSES TO EXTERNAL LABORATORIES IN RELATION WITH THE CONTROL PROGRAMME

1 Aim

The aim of this procedure is to provide a guideline for external laboratories to help them to fill out the Excel file of the control programme in a correct manner and, hence, to apply for carrying out analyses in relation with the control programme of the Agency.

2 Scope

Non applicable

3 Legislation and Standards

Non applicable

4 Definitions and abbreviations

Non applicable

5 ALLOCATING ANALYSES TO EXTERNAL LABORATORIES IN RELATION WITH THE CONTROL PROGRAMME

Parameter EN : parameter(s) to be analysed

Matrix_Level 1 to Matrix Level 5 : The matrix, spread over different levels, on which the analysis must be performed

Category : sometimes, this column contains data that further describe the matrix

Species : sometimes, this column contains data that further describe the matrix

Number : the number of samples laid down, wanted or estimated

Unit n, c, m, M, note on analysis : information on microbiological analyses or the histamine analysis

Legislation : The legislation in force with respect to programming

IDDGLAB : a code number given to the specific programming

The following fields must be filled out by the lab :

Mogelijk/Possible : Here, the lab mentions if it wants to be eligible for performing the analyses. It does so by changing 0 into 1.

LOD and LOQ : Here, the lab must mention the LOD and the LOQ values of the analyses, if applicable. If more than one parameter is analysed, the LOD and the LOQ values of each of the parameters must be mentioned in an Excel tab the title of which is the IDDGLABO code number to which it pertains.

CC α and CC β : Here, the lab must mention the CC α and the CC β of the analysis, if applicable. If more than one parameter is analysed, the CC α and the CC β values of each of the parameters must be mentioned in an Excel tab the title of which is the IDDGLABO code number to which it pertains.

Turn-around time : Here, the lab must mention the turn-around time (in working days) in normal, non urgent circumstances. The turn-around time starts to run on the working day that follows the time at which the lab is informed that the sample to be analysed can be collected at the chosen dispatching centre.

Price per analysis : Here, the lab must mention the ALL IN price of each analysis, regardless of the number of samples, i.e. a unit price. This price must not decrease with increasing numbers of samples. This unit price must include all elements (cost of analysis, filing cost, cost of collecting samples at the dispatching centre,....).

As for microbiological analyses, the price mentioned here must be the price of the complete analyses (i.e. confirmatory analysis included, if any).

For chemical analyses, the price that must be mentioned is the overall unit price of the screening analysis (analyses).

Price per confirmatory analysis : Please mention here, only for chemical analyses, the price of the confirmatory analysis that you intend to perform should the result of the screening analysis be positive.

All these prices must be mentioned VAT excluded.

Methods used : Here, the lab must mention the methods used (e.g. ISO 6579)

Let me remind you that since 1 January 2008 the AFSCA determines the microbiological methods that may be used in relation with the control programme, as mentioned in note BP/LABO/ 188590 of 19 October 2007. Version 5 of the approved microbiological methods of 18 July 2008 includes a list of these methods.

Accreditation : Here, the lab must mention whether it is accredited (1), partly accredited (2) or not accredited (0) for the analyses requested on the given matrix. If there is no accreditation as yet, the lab may mention in the field intended for notes of the lab whether it is prepared to obtain accreditation and when the accreditation process will be finalized.

Approval : Here, the lab mentions whether it is approved (1), not approved (0) or has received a notice of the AFSCA (2) for the analyses requested on the given matrix..

Notes of the lab : Here, the lab can add any notes on the programming requested.

Please do not add any lines or columns to the Excel file.

Please fill out the 2 following columns in the Excel sheet "general information" :

Place : Here, the lab mentions the dispatching centre where it is willing to go and collect the samples (possible choice : Melle, Gembloux or Both).

VAT rate : In this field the lab chooses the VAT rate that is applicable to it for the analyses it performs for the Agency. Possible rates are : 0%, 6%, 12% and 21%.

It is possible that the same parameter and matrix combination occurs more than once. This is no mistake since the same combination can be sampled and tested in each of the distinct sectors (production/processing/distribution) by the control services.

DG LABORATORIES will then choose the laboratories for each line of the programming on the basis of the answers given.

If a laboratory is chosen, it may normally be assumed that the selected lab may expect between 30 % and 100 % of the samples for microbiological analyses and between 80 % and 100 % for all other analyses.

If, however, the Agency deems it necessary to keep several laboratories available for a certain analysis, the applicants will be contacted and an estimated percentage will be imparted to them individually.

The allocation criteria that will be applied, are :

- Willingness to go and collect the samples at the dispatching centres where the samples will initially have been taken to by the AFSCA
- Analyses to be performed in relation with the contracts as reference laboratories

- Accreditation, approval and notice
- LOD/LOQ or, if appropriate, CC α /CC β
- Price (VAT excluded)

If a laboratory is not willing to take part in this analysis plan, there will be no impact whatsoever on the approval of the lab or on any other assignments the lab currently performs for the Agency.

Since 1 January 2008 all analysis results must be entered at once in the EXTLAB software, according to procedure "COMMUNICATION DES RESULTATS D'ANALYSE DE LABORATOIRES EXTERNES A L'AFSCA", ref. 2007/36/LAB/FR/DISPATCH/P010. Only the test reports on non compliant results must be sent by mail.

The completed Excel file must be sent by e-mail to the following addresses no later than 7 December 2008, 8 p.m. : rudi.vermeylen@favv.be and brigitte.pochet@afsca.be mentioning as "subject" : CONTROL PROGRAMME 2009

6 Reference to relevant procedures, instructions, documents, forms or lists

6.1 Procedures/forms

procedure 2007/36/LAB/FR/DISPATCH/P010 "COMMUNICATION DES RESULTATS D'ANALYSE DE LABORATOIRES EXTERNES A L'AFSCA.

7 Annexes

Excel file