



Federal Agency for the Safety of the Food Chain

Laboratories' Administration

## Instruction

### Allocating Analyses to External Laboratories in Relation with the Control Programme

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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)	
03 March 2009	Adjusting due date for response laboratories	5
16 September 2009	Development of a procedure LAB P 509 « implementation and monitoring of the analysis plan », in which this instruction is included	This procedure becomes an instruction
<b>20 November 2009</b>	<b>Adjusting to bring the Instruction in line with Office Circular GDP/AF/LABO/374438, and addition due to implementation of new release of Alfa</b>	

\* The period of time between the present date and the last revision shall not exceed 5 years.

The documents are put on the central server of the Laboratories Administration. This version is considered as the version in force. Copies may be obtained from the secretariat of the Laboratories Administration.

Key words: External laboratories – Control Programme - Analyses

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

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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 form LAB P 509 - F01 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

Form LAB P 509 - F01 is conceived as follows:

*Remark : The LAB 5 09 - F01 form exists only in French and in Dutch.*

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

**Sampling type (Type Monstername): this indication clarifies whether the number of samples programmed is considered a fixed number (vast aantal), a wanted number (gewenst aantal) or an estimated number (geraamd aantal). When a fixed number is scheduled, the controlling agents of the FASFC will do what is reasonable to achieve the goal set. When reference is made to an estimated number, this implies that, depending on the context, sampling will either be done on import (if/when the commodities are imported) or if/when symptoms of plant diseases are observed.**

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 $\alpha$  and CC $\beta$  : Here, the lab must mention the CC $\alpha$  and the CC $\beta$  of the analysis, if applicable. If more than one parameter is analysed, the CC $\alpha$  and the CC $\beta$  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.**

When the delays are not observed for reasons that are external to the Federal Agency, the Agency will get a ~~10 percent~~ discount (cf. **Office Circular GDP/AF/LABO/374438**).

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. The list of approved microbiological methods will be updated twice a year and is available on the website of the AFSCA.

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..

If the laboratory submits an offer for some line of the analysis plan while not being accredited or approved for the analyses required, it shall, on simple request of the Federal Agency send the relevant methods and the validation file(s) to the Agency within 10 working days so that a documentary audit may be performed. (Procedure LAB P520).

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,  $CC\alpha/CC\beta$
- 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 LAB P 503 "Communication of the analysis results of external laboratories to the AFSCA"

Only the test reports on non compliant results must be sent by mail.

**Form LAB P 509 - F01 shall be duly filled out and returned to us no later than the date and the time mentioned in form LAB P 509 - F02, at the following e-mail addresses : [rudi.vermeylen@favv.be](mailto:rudi.vermeylen@favv.be) and [brigitte.pochet@afsca.be](mailto:brigitte.pochet@afsca.be), mentioning as subject : Control Programme XXXX in which XXXX = the year as mentioned in the form.**

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

### **6.1 Procedures/forms**

Procedure LAB P 503 "Communication of the analyses results of external laboratories to the AFSCA"

Procedure LAB P 520 : « Drawing up an Announcement on the Allocation of Analyses in the case of a Non-Approved Laboratory »

Form LAB P 509 – F02 : « note intended for the laboratories : analysis plan 20XX ».

## **7 Annexes**

Form LAB P 509 - F01 : Excel file « Allocating analyses to external laboratories in relation with the control programme »