



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
Brigitte Pochet / 21 Nov 2008	Adjusting version 2 of procedure 2007 /16/ LAB (LAB-00-P-13)	
Rudi Vermeylen / 03 March 2009	Adjusting due date for response laboratories	5
Brigitte Pochet / 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
Rudi Vermeylen / 20 November 2009	Adjusting to bring the Instruction in line with Office Circular GDP/AF/LABO/374438, and addition due to implementation of new release of Alfa	
Brigitte Pochet / 2010/11/18	Adjusting due to implementation of LABNET, module "Subcontracting"	

* 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~~ LABNET, module "subcontracting", - 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

Before signing in, the labs must check up their administrative data in the sub-module "Generic Info" of LABNET, among others the dispatching centre(s) where the lab wants to pick up samples. Possible errors have to be notified to following e-mail address : agrementlabo@afsca.be.

The labs also have to tick the box "EMAS / ISO 14001" (section "internal FAVV") if they have implemented such a system in their organization.

Signing up to the Control programme shall be done via LABNET module "Subcontracting". See annex LAB I 509 – D01 "LABNET : Outsourcing of and subscription to the Control Programme".

Concerning the **turn-around time**, the lab must mention the turn-around time (in working days) in normal, non urgent circumstances. In EXTLAB the turn-around time starts to run on the first working day following the receipt by the lab of the message on the availability of samples at the chosen dispatching centre(s).

Concerning the **price** per analysis, 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 initial analyses carried out (e.g screening analyses). If the initial chemical analysis has shown a positive result that needs to be confirmed, the price for that confirmatory analysis has to be entered in the field intended for comments.

All these prices must be mentioned VAT excluded.

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

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.

As to **accreditation**, the lab must "tick" the pertinent box if it is accredited, "cross out" if it is not accredited at all, or "grey" if it is partly accredited 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 : the lab has to "tick" the pertinent box if it is approved, "cross out" if it is not approved and "grey" if it received a notice of the AFSCA for the analyses requested on the given matrices.

Concerning the field intended for comments : beside possible information about the price of confirmatory chemical analysis and the state of play about accreditation (see above), it is requested to use this field as well to indicate the internal reference(s) of the lab for the proposed methods, but only for the analyses on pesticide residues.

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).

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 (primary production/processing/distribution) by several control services.

DG Laboratories will then choose the laboratory(ies) for each line of the programmation (CP line) 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)
- **Implementation by the lab of a EMAS-system of ISO 14001**

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.

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 Annex

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

Document LAB I 509 – D01 : "LABNET : Outsourcing of and subscription to the Control Programme"