



**Network of ASEAN
Chemical Biological Radiological
Defence Experts**

Recommended Operational Procedure

for

**REPORTING SAMPLE
ANALYTICAL FINDINGS**

ASEAN-CBR-ROP-004 (draft)

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Amendment Record Sheet

This form contains a record of the amendments made to the previous version of this document.

Paragraph(s)		Brief details of amendment	Proposed by	Approved by
New doc.	Previous doc.			

1. Introduction

This Recommended Operating Procedure (**ROP**) outlines the principles to be followed by CBR sampling & Laboratory teams during the documentation of the on-site and off-site analysis of CBR samples, in order to maintain the integrity and chain of custody of samples.

2. Purpose

This ROP guides members of the Sampling Team (**ST**) and Laboratory Team (**LT**) in performing documentation of field or laboratory results of CBR samples.

3. Scope

This ROP describes how on-site and off-site analysis activities are to be documented by the ST and LT to ensure maintenance of sample's integrity and chain of custody from on-site to off-site analysis process.

4. References & Definitions

The following documents have been used in preparing this procedure:

- a. ASEAN-CBR-ROP-002 on CBR sample documentation and chain of custody;
- b. QDOC/LAB/WI/PT04 on work instruction for the reporting of the results of The OPCW Proficiency Tests.

5. Acronyms

CBR	Chemical, Biological, and Radiological
QDOC	Quality document(s)
ROP	Recommended Operational Procedure
LT	Laboratory Team
ST	Sampling Team
S&A	Sampling and Analysis
STL	Sampling Team Leader
OPCW	Organization for the Prohibition of Chemical Weapons

6. Responsibilities

The responsibilities for the activities described herein are assigned to the personnel **generating analysis results** for CBR samples collected at the place of CBR incident/accident/scene of criminal activity or at reach back Reference Laboratory. The responsibilities of the Sampling Team Leader (STL) and the team member(s) involved in the on-site sampling and analysis

procedures are described in the ROP “CBRN Sample Collection Procedures” (ASEAN-CBR-ROP-001).

Deviations/modifications to the procedures in this ROP for field analysis can be undertaken if properly documented (Annex 1) to allow evaluation of the impact on the analysis results.

Deviations/modifications to the procedures in this ROP for off-site laboratory analysis can be undertaken if properly documented in accordance to the laboratory quality system (e.g. ISO 17025)

7 Field Analytical Report

At the completion of on-site detection, identification/field analysis activities, a Field Analytical Report is to be compiled to document identification/analytical activities performed on-site in a mobile analytical station/laboratory. [Refer to ASEAN-CBR-ROP-002]

- a. **Content:** The Field Analytical Report should provide concise and summarized information about:
 - (i) The sample;
 - (ii) CBR sample collection; sample preparation;
 - (iii) Information recorded in S&A Booklets;
 - (iv) Identities of operators who performed sample analysis using on-site identification/analytical equipment;
 - (v) Information on identification/analytical equipment specs and set up; and
 - (vi) Identification/analytical results.
- b. STL is authorized to add additional information regarding sampling and analysis activities if the need arises.

8 Laboratory Analytical Report

At the completion of the unambiguous identification at laboratory, a Laboratory Analytical Report is to be compiled to document identification/analytical activities performed at the off-site Laboratory in accordance to the chain of custody requirements. [Refer to ASEAN-CBR-ROP-002]

- a. **Content:** The Laboratory Analytical Report should provide the following information in detail¹.
- a. The sample;
 - b. Identities of laboratory staff who performed sample analysis using on-site identification/analytical equipment;
 - c. Quality system of laboratory;
 - d. Sample preparation if needed;
 - e. Information of C/B/R material identified (e.g. name and structure of chemical identified, CAS number etc.);
 - f. Information analytical results
 - i. Technique Method and Analysis Description
 - ii. Analytical Data for method

10 Copyright and Disclaimer

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¹ Example of laboratory reporting requirement for unambiguous identification of Chemical Warfare Agent is the reporting guideline from OPCW (QDOC/LAB/WI/PT04)

Annex 1 – An Example of a Non-conformity Report Template for Field Analysis

Date	
Operation/Deployment Code	
OIC/Team Leader	
Sub-team Leader of the Sampling/Identification Team	
Non-conformity related to ROP number	
Location/time of non-conformity action	

Reported by (Full name and Role): _____

Description of the non-conformity*:

Reason for deviation*

Signature of reporting team member	
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*include further pages if necessary