PMC Sample Management Protocol
24 July 2012

Background

The value of the precious metal and precious metal compound samples and the number of which need to be managed simultaneously requires careful attention and organisation of all parties involved in PMC's testing programmes.

Aim

This document aims at describing how samples needed for PMC CLP and REACH testing programmes are requested, tracked, paid for, identified, stored, used, and recovered. This document can be sent to all consultants and test houses working with PMC.

Sample management protocol

Table 1. Description of the management of samples required for PMC CLP and REACH tests

	What	Who	When
1. Sample request	After approval of the testing programme and reference substances to be tested, the sample is requested by means of a sample request sent by e-mail.	Audrey Rondepierre	As soon as the sample is needed
2. Sample provision	Sample is provided in the quantity(ies) and batch(es), and with the information detailed in the sample request.	The sample can be provided by the Lead Registrant, another PMC Member or an external provider	Within timeframe indicated by PMC in sample request (ASAP, usually up to two weeks, or according to earliest production run)
3. Sampling tracking	A matrix is held by PMC which reflects all sample requests in progress detailing: - Test - Substance - Amount	Audrey Rondepierre	On-going

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	What	Who	When
	- CRO - Request date - Reminder date - Sample receipt date - Sample invoice receipt date - Sample invoice amount For non-PGM projects, sample provision (including required information) follow-up can be done by WCA or its subcontractor (e.g. RSA) as appropriate.	WCA Project Managers or its subcontractor (e.g. RSA)	Upon receipt of (incomplete / incorrect) sample and/or significant delay
4. Sample payment	Invoices for the samples are sent by the sample providers to PMC for payment of sample, freight and insurance costs (with monies from the relevant PMC project).	PMC Secretariat	Invoices are paid upon receipt of sample by test house
5. Sample identification	Samples should be accompanied by proper label and package and information on: - Name - CAS and EC numbers - Physical state, colour and odour - Composition and purity - Classification - Handling and storage conditions Where needed, this information should be supplied in the template or form provided by the test house.	Sample provider Sometimes pre-completed by WCA or its subcontractor; signed by PMC as sponsor	In line with GLP requirements, where the sample is not properly identified and/or the information provided is insufficient, the test start may be delayed until information is made available
6. Sample storage	Samples should be stored under the conditions described by the sample provider in the accompanying information. Due to the value of PMC samples, storage should as far as possible take	The designated test house acting as centralised sample dispatching centre/source	As long as foreseen in the testing protocol (GLP foresees archive sample to be stored during 2-5 years for

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	What	Who	When
	place in closed cabinets or areas with restricted access, for security reasons.	Every test house using the sample in a given testing programme	archiving purposes) Upon testing finalisation or sample expiry, cf. sample recovery below
7. Sample use	Samples should be used in minimum quantities to minimise waste and loss. Samples should be used in accordance with the handling conditions described by the sample provider in the accompanying information/applicable in light of the physic-chemical properties and the classification of the substance, and administered to the test system as documented in the approved protocol. In preparing the study, pH related-issues and the identification of the proper administration/dosing vehicle should be addressed particularly/carefully.	Test house	From receipt of the sample till return for recovery (cf. below)
8. Sample recovery and return	Due to the value of PMC samples, all fresh, unused formulated and used samples not required for GLP archiving purposes need to be recovered, properly labelled and packaged, and sent to the sample provider (Re samples) or the refiner appointed by PMC (Precious metal samples). • Carl Hafner (Germany) will act as refiner for PMC samples: C. HAFNER GmbH + Co. KG Gold- und Silberscheideanstalt Bleichstr. 13-17, 75173 Pforzheim, Germany Tel: +49 7231 920-214 Fax: +49 7231 9283-14 E-Mail: Ursula.steinmetz@c-hafner.de Cc. anja.keuchen@c-hafner.de • The following samples will be recovered and shipped to the refiner:	Test house	Upon finalisation of testing programme or otherwise indicated by PMC (e.g.: once or twice per year)

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What	Who	When
o Unused samples (in pure form/as sent by the sponsor but which may have passed nominal expiry date; 10-20% of what was originally supplied) o Unused experimental preparations (formulations in aqueous media, solvents and/or oily liquids in where the sample is present in concentrations from 1 to 100 g/l, which may be contaminated; up to 20% of what was originally supplied) • The following samples will not be recovered and will be discarded by the testing house: o Waste products (e.g. urine, faeces, carcasses from mammalian toxicity studies, or waste water test solutions of very low concentration which were biologically contaminated from eco-toxicity tests) • Before any sample is sent out, an e-mail should be sent to the refiner informing about the samples sent, properly tabulated in a matrix containing information about the name and other identifiers of the substance, form in which it is sent out, amount which is sent out, etc. (cf. information requested in item 5. above). • The refiner will confirm receipt of the notification e-mail before the samples should be sent. • Sample preparation costs for dispatch to the refiner should be null/minimum and charged to PMC if applicable. In preparing the samples for shipment, they should be properly packaged and labelled. • Shipping costs should be minimum and charged to PMC. Depending on the quantity and form of sample to be returned, grouped shipments at the end of the testing programme and/or twice per year to minimize shipping costs and maximise recovery efficiency is requested.		

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