

CIRCULAR

Sub:- Annual Plan 2021-22 -Scheme on Modernization of Departmental Laboratories- Accreditation of Labs - Working Instructions Issued- Reg.

Ref:- 1. Order No.ADFW/3148/2021-TP-2 dated 06/07/2021 of Director of Agriculture
2. G.O (Rt)No.566/2021/AGRI Dated , Thiruvananthapuram,05/07/2021

As per the reference 1st cited of Rs 420 Lakhs has been proposed under the **H/A 2401-00-105-86 Plan** in Annual Plan 2021-22 for the scheme Modernisation of Departmental Laboratories . As per reference 2nd cited Administrative Sanction has been accorded for implementation of one of components "Accreditation of Labs" for which Rs 25 Lakhs is set apart .

The Agriculture Development and Farmers' Welfare Department has the following two laboratories for testing the quality of chemical fertilizers, and one for testing quality of pesticides.

- 1) Fertilizer Quality Control Laboratory, Parottukonam, Thiruvananthapuram
- 2) Fertilizer Quality Control Laboratory, Pattambi, Palakkad
- 3) State Pesticide Testing Laboratory, Parottukonam, Thiruvananthapuram

Laboratory accreditation is a procedure by which an authoritative body gives formal recognition of technical competence for specific tests/ measurements, based on third party assessment and following international standards.

National Accreditation Board for Testing and Calibration Laboratories (NABL) is a Constituent Board of Quality Council of India. NABL has been established with the objective to provide Government, Industry Associations and Industry in general with a scheme for third-party assessment of the quality and technical competence of testing and calibration laboratories. The testing centres and laboratories must demonstrably operate at an internationally acceptable level of competence.

Objective

- To prepare the departmental laboratories for the process of NABL Accreditation.
- To identify the non-conformances required for accreditation and take corrective actions.
- To obtain NABL Accreditation after meeting the requirements.

The project is proposed to identify non-conformances regarding technical requirements and take action to acquire the following requirements necessary for NABL accreditation.

1) Personnel

Chemical testing laboratory involved in testing shall have a system for imparting periodic, internal and external training to the laboratory technical staff at different levels wherever required before assigning any analytical and testing work. Internal Training alone is not considered adequate to make the staff knowledgeable on the latest status of science and technology. The laboratory should ensure the availability of necessary infrastructure either internally or access to external, for training.

Any testing conducted away from the base laboratory (such as in field laboratories, in a mobile testing laboratory or in the field) must also be under adequate technical control. For meeting the requirement of internal audit, there should be at least one technical personnel apart from the head with suitable qualification and experience, irrespective of the size of the laboratory, who has received a formal training on internal audit.

2) Environment and accommodational condition

- The samples, reagents and standards should be stored in such a manner to guard against deterioration, contamination and loss of identity.
- The Laboratory shall meet the safety requirements by restricting access to particular areas of laboratory.
- Segregate certain types of work which are prone interferences from other work, or which present particular problems or hazards.
- Provide appropriate environmental conditions and controls necessary for particular tests, including temperature, humidity, freedom from vibration, freedom from airborne and dust borne microbiological contamination, special lighting, radiation screening and monitor critical environmental conditions.

3) Space

- Provide adequate workspace for employees for storage of supplies, equipment and tools to accomplish assigned tasks.
- Analysts/examiners must have space available for writing reports and other official communications.
- Adequate and appropriate space must be available for records, reference work and other necessary documents.
- Sufficient space must be available for each instrument to facilitate its operation.

4) Design

- Locations of functional areas should facilitate the use of equipment and instruments.
- Adequate and proper lighting of minimum 100 lumen must be available for personnel to carry out assigned tasks.
- Adequate and proper plumbing and wiring must be available and accessible.
- The laboratory must have proper ventilation, adequate heating, cooling and humidity control as per the requirements.
- Bench and floor surfaces must be appropriate for the work being performed.
- The design should maximise laboratory functions and activities, safeguard the physical evidence, protect the confidential nature of the laboratory operations and provide a safe and healthy environment.
- Laboratory should have a fire detection system wherever applicable. Appropriate fire extinguishing devices must be available, and policies and procedures of laboratory security must be clearly documented.
- Laboratory personnel should be trained in firefighting.

5) Health and Safety

- Procedure for handling chemical spills, cleaning and decontamination procedures for radioactive spills, evaluation procedures including a plan of the facility showing the location of safety equipments and fire extinguishers, policy on the use of protective clothing eg. gowns, coats, gloves, goggles etc. policy on eating, drinking, applying cosmetics etc. in the

laboratory, waste disposal procedures, routine cleaning and disinfection procedures for work benches, floors, centrifuges, refrigerators, etc, accident reporting protocols, special procedures for handling hazardous substances. Material safety data sheets must be available in conjunction with the safety manual.

- Documented 'waste management programme' which includes procedures for the disposal of: chemical wastes sharp and broken glass uncontaminated waste, for example, paper waste radioactive waste
- Suitable protective clothing/equipment must be available at all the times.

6) Validation

Laboratory, whenever using non-standard methods or a standard method beyond the stated limits of operation is required to validate such test methods as per the document on Validation of Test Methods, NABL 212. Validation of a method establishes, by systematic laboratory studies, that the performance characteristics of the method meet the specifications related to the intended use of the analytical results.

7) Use of Computer

In chemical testing laboratories, computers have a wide variety of uses including control of critical environmental conditions, monitoring and control of inventories, calibration and maintenance schedules, stock control of reagents and standard materials, design and performance of statistical experiments, scheduling of samples and monitoring of work throughput, control chart generation, monitoring of test procedures, control of automated instrumentation, capture, storage, retrieval, processing of data, manually or automatically, matching of sample and library data, generation of test reports, word processing and communication.

8) Equipment

As part of its quality system, a laboratory is required to operate a programme for the maintenance and calibration of general service equipments like hotplates, stirrers, non volumetric glasswares etc volumetric equipments like pipette, burettes, flasks, measuring instruments like hydrometers, thermometers etc and physical standards like weights used in the laboratory.

The overall programme for the calibration of measuring equipment in the chemical laboratory shall be designed to ensure that, where the concept is applicable, all measurements are traceable through certificates held by the laboratory, either to a national or international standard or to a certified reference material.

9) Assuring the quality of Test Results

Analytical performance must be monitored by using quality control procedures appropriate to the type and frequency of the testing undertaken. Quality control procedures must be documented. A record must be retained to show that appropriate quality control measures have been taken, that quality control results are acceptable or, if not, that remedial action has been taken. Where appropriate, quality control data must be recorded in such a way that trends in analysis can be readily evaluated.

10) Sample Preparation

On receipt, a sample must be registered into the laboratory records. Some sample information is essential. Each laboratory's sample retention and storage practices shall be examined individually in

the light of the types of materials tested, the use-life of the products or materials which the samples represent and the likely periods within which a recipient of the test results may request a retest. Samples should be stored so that there is no hazard to laboratory staff and the integrity of the samples is preserved. Storage areas should be kept clean and organised so that there is no risk of contamination or cross-contamination, nor of packaging and any related seals being damaged. Extremes of environmental conditions should be avoided, which might change the composition of the sample, for example, causing loss of analyte through degradation or adsorption. If necessary environmental monitoring should be used. An appropriate level of security should be exercised to restrict unauthorised access to the samples. All staff concerned with administration of the sample handling system should be properly trained. The laboratory should have a documented policy for the retention and disposal of samples.

11) Reagents

The laboratory should purchase reagents only from reliable and reputed manufacturers. The laboratory should also ensure that the quality of the reagents used is appropriate for the tests concerned. The grade of reagent used (including water) should be as stated in the method together with guidance on any specific precautions which should be observed in its preparation or use.

12) Internal Quality Control

The internal quality control level adopted should be demonstrably sufficient to ensure the validity of the results. Those analyses undertaken more frequently should be subject to systematic QC procedures incorporating the use of control charts and check samples.

Abstract of Financial Outlay

Sl.No	Name of the Laboratory	Amount in Lakh (Rs)
1.	State pesticide Testing Laboratory, Parottukonam	9
2.	Fertilizer Quality Control Laboratory, Parottukonam	8
3.	Fertilizer Quality Control Laboratory, Pattambi	8
	TOTAL	25

The required amount can be met from the budget outlay of Rs 25 Lakhs under 2401-00-105-86-Plan

Benefits

Formal recognition of competence of a laboratory by NABL in accordance with international criteria has many advantages. The results from accredited laboratories are used extensively by regulators for the public benefit in the provision of services. Accreditation ensures better control of laboratory operations and feedback to laboratories as to whether they have sound Quality Assurance System and are technically competent.

The Administrative Sanction for implementing the proposal is accorded subject to the following conditions.

All rules, formalities and procedures shall be strictly followed for the implementation of the scheme. The norms of financial propriety shall be adhered to.

- (i) The expenditure shall be met only from the provision available under the appropriate head of account.
- (ii) The fund release will be based on actual requirement and the fund released should not be parked in banks.
- (iii) Store Purchase Rules shall be strictly adhered to for all type of purchases.
- (iv) Tender/e Tender and other stipulated formalities will be followed wherever necessary.
- (v) Post creation and purchase of vehicles are not admissible under the scheme.
- (vi) The implementing laboratory shall prepare an implementation schedule to complete the activities in time and send monthly progress report on physical and financial progress.
- (vii) The Director of Agriculture Development and Farmers' Welfare Department will monitor the implementation of the scheme to ensure that the implementation is as per the existing procedures, rules and regulations.
- (viii) The implementation agencies/Departments shall prepare an implementation schedule to complete the project in time and send regular progress report on financial and physical progress on a quarterly basis.
- (ix) The Director will hold monthly meeting to review the progress and send monthly report to Government regarding the progress of implementation of the scheme.
- (x) The Director shall sign an MoU with the concerned implementing agencies before releasing the funds. It should be ensured that the Utilization Certificate pertaining to all schemes are submitted by agencies in time.

The Additional Director (CP) is the Project Manager. The project should be completed by 31/03/2022 .

Sd/-

Director



Additional Director of Agriculture (C

To

State Pesticide Testing Laboratory, Parottukonam, Thiruvananthapuram
Fertilizer Quality Control Laboratory, Parottukonam, Thiruvananthapuram
Fertilizer Quality Control Laboratory, Pattambi, Palakkad
Stock File