

MAHARASHTRA POLLUTION CONTROL BOARD

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"Your Service is our Duty"

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No. MPCB/PSO/B- 21228FTSO190

Date: 28 / 12 / 2021

Circular-

Sub: Analysis of Samples and entry of Results in the LIMS System.

Ref: 1. Letter No MPCB/PSO/B-484, dtd-03.-2.2018.

2. Circular no MPCB/PSO/B-2621, dtd-13.07.2018.

Board has issued circular, dtd-13.07.2018 for intime sample submission and analysis of samples to ensure compliance of ISO 9001:2015 requirements. During the recent review, following discrepancies are noticed, due to which delay in submission of analysis reports are observed:

- A) Delayed sample submission by field staff or delay in receipt/analysis at laboratory.
- B) Delayed entry of the results in LIMS by analysts to generate certificate of analysis (COA).

Therefore, all are required to follow strict compliance as below:

- 1) If sample is received beyond prescribed permissible timeline or without essential field data, Laboratory In-charge shall inform the delay in sample submission by field office to concerned Sub-Regional Officer with copy to Regional Officer. Such samples are liable for refusal / rejection.
- 2) Scientific Officer shall ensure adequate alternate arrangement during long leave of scientist (s) and shall ensure prior alternate arrangement for timely analysis of parameters assigned to concerned scientist.
- 3) Every analyst shall enter the results of the samples analyzed in LIMS on the same day or on the next working day. All results of samples analyzed shall be entered into LIMS by the concerned scientist, minimum Two days before the end of the month. Laboratory In-charge / Reviewing authority shall ensure the final certificate of analysis of all the samples are reviewed by end of the month.
- 4) Partially analyzed samples shall be treated as pending till the final test report is released.

This is issued with the approval of Member Secretary/~~Hon'ble Chairman~~, MPCB.

(Dr. Amar Supate)

Principal Scientific Officer

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Copy submitted for information:

- 1.Hon'ble Chairman, MPCB, Mumbai.
- 2.Member Secretary, MPCB, Mumbai.

Copy To -

- 1.JD(WPC)/JD(APC)/AST/RO(HQ)/CAO, MPCB, Mumbai-for information.
- 2.RegionalOfficer-
Mumbai/NaviMumbai/Raigad/Thane/Kalyan/Pune/Kolhapur/Amravati/Aurangabad/
Nagpur/Nashik/Chandrapur.
- 3.Senior Scientific Officer- I/c Central Laboratory/ Regional Laboratory -Nagpur- for strict compliance.
- 4.SubRegionalOfficer-
Mumbai-I/II/III/IV/NaviMumbai-I/II/III(Taloja)/Raigad-I/II/Mahad/Thane-I/II/Tarapur-
I/II/Kalyan-I/II/IIIBhiwandi/Pune-I/II/PimpriChinchwad/ Satara/Solapur./ Kolhapur/
Ratnagiri/Chiplun/Sangli/Amravati-I/II/Akola/ Aurangabad-I/ II/ Latur/ Nanded/
Parbhani/Nagpur-I/II/Bhandara/Chandrapur/Nashik/Jalgaon-I/Dhule/Ahmednagar-for strict compliance.
5. Scientific Officer – Central Laboratory/ I/c. Regional Laboratory – Nagpur / Pune / Nashik / Aurangabad / Chiplun/ Thane/ Chandrapur – for strict compliance.