



National Quality Control Laboratory

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QUICK GUIDE TO SAMPLE SUBMISSION PROCEDURE

1. Send an email requesting for a quotation to documentation@nqcl.go.ke. Attach the following:
 - a. Certificate of analysis of the working standard. (The standard must be evaluated with a primary reference standard and the details of that reference standard including batch number must be included in the certificate)
 - b. For samples to be analyzed using non-pharmacopoeial methods, attach:
 - Analytical test procedures and specifications
 - Analytical method validation data
2. Expect a reply within 2 days. Send us a reminder if need arises.
3. When the quotation has been sent to you, download the Analysis Request Form from the website, fill in duplicate, confirm the sample quantities also from the Sample Submission Guidelines on the website, then submit with a cheque
4. Sample receiving days are Tuesday and Thursday from 9 a.m. - 12.20 p.m. and 2 p.m. - 4 p.m.
5. Ensure the working standard quantities are above 200 mg and are packed in an amber coloured air tight sealed bottle
6. Analysis turnaround time is around 42 working days
7. Contact number is 020 3544525/30.