



# National Quality Control Laboratory

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## GUIDELINES FOR SUBMITTING SAMPLES TO THE NATIONAL QUALITY CONTROL LABORATORY

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## Preface

These guidelines are intended to inform clients on the requirements to be met when submitting samples to the National Quality Control Laboratory for testing.

The integrity of samples and the validity of analytical results require that specific conditions exist upon receipt of samples by the laboratory.

### **1.0 Sample Submission Guidelines**

The following requirements must be met when submitting samples at the Laboratory.

#### **1.1 Sample Packaging**

Samples must be submitted in their original, untampered packaging, in properly sealed and labeled containers.

Samples that require storage at temperatures below ambient must be delivered in appropriate temperature-controlled containers that ensure maintenance of cold chain.

#### **1.2 Official Analysis Request**

Samples submitted for analysis must be accompanied by an Analysis Request Form duly filled by the client. The form is available at the Laboratory's sample receiving office and can be downloaded from the Laboratory's website ([www.nqcl.go.ke](http://www.nqcl.go.ke)).

The form shall contain the following information:

- a. Name and address of applicant;
- b. Company telephone number and email address;
- c. Name and presentation of product;
- d. Name and address of manufacturer;

- e. Sample information which shall include:
  - i. Batch number;
  - ii. Date of product manufacture;
  - iii. Date of expiry;
  - iv. Name(s) and amount of active ingredients on product label;
- f. Sample size (Quantity in a package/pack size);
- g. Applicant's reference number;
- h. Storage conditions;
- i. Tests requested;
- j. Method of analysis/monograph;
- k. List of items submitted alongside the sample e.g. working standard;
- l. Name, Date, Signature and Designation of person authorizing request for analysis;
- m. Telephone number and email address of person authorizing request for analysis.

### 1.3 Sample Size

The size of sample is dependent on:

- Types and number of tests requested;
- The reason for the request which could be batch release, registration, post market surveillance, tenders, counterfeits among others.

The minimum number of samples to be submitted is summarized in the table below:

FORMULATION	PACK SIZE	MINIMUM NO. OF SAMPLES

		<b>REQUIRED</b>
Tablets and capsules	All	100 Tablets/Capsules
	< 10 mL	50 Bottles
	10 – 900 mL	20 Bottles
Suspensions and Syrups	1000 – 2000 mL	10 Bottles
	> 2000 mL	4 Bottles
	< 10 mL	100 Vials/Ampoules
	10 – 100 mL	50 Vials/Ampoules/Bottles
Injectables	110 – 2000 mL	10 Bottles
	> 2000 mL	6 Bottles
	< 5 g	50 Tubes
Creams/Ointments	5 -50 g	20 Tubes/Jars
	> 50 g	5 Tubes/Jars
	< 10 mL	100 Bottles
Eye/Ear Drops	> 10 mL	50 Bottles
Inhalers	All	20 Packs
Active Pharmaceutical Ingredients	All	5 g
Powders for Oral Preparations	5 – 100 g	100 satchets
	> 100 g	50 satchets
Transdermal Patches	5 – 100 g	100 satchets

	> 100 g	50 satchets
Male Condoms	All	800 Pieces*
Gloves	All	300 – 600 Pieces*

\* - Actual sample size shall be determined by the batch size of interest; these shall be discussed at the time of quotation preparation.

#### **1.4 Registration Samples from/by Regulatory Bodies**

All samples should have at least two-thirds of their shelf life remaining at the time of receipt.

#### **1.5 Non - Pharmacopoeial Samples**

These samples must be accompanied by the manufacturer's methods of analysis including finished product specifications and validation data.

#### **1.6 Drug Donation Samples**

Pharmaceutical products donated through goodwill or disaster management should be submitted to the Laboratory accompanied by relevant documentation from the Office of the President Special Programs or the relevant government Department as well as the Pharmacy and Poisons board.

#### **1.7 Chemical Reference Standards**

All submitted samples must be accompanied by chemical reference standards or working standards (200 mg – 1.0 g), together with their valid certificates of analysis. The certificate of analysis must indicate the source, batch, and expiry/retest dates.

The reference standards must be packed in clearly labelled amber coloured vials and must be transported and stored under specified controlled conditions of temperature and humidity.

## **2.0     Laboratory Analysis**

### **2.1     Time Frame for Analysis**

The usual duration for completing evaluation on a sample is 42 working days from the date of receipt. However this duration may vary from one sample to another.

### **2.2     Payments**

Private clients are issued with a proforma invoice/quotation prior to sample submission and are required to make full payment during or before sample submission.

All Payments shall be made in banker's cheque or company cheques and are made payable to the **NATIONAL QUALITY CONTROL LABORATORY**.

### **2.3     Analysis Report**

Analysis results are reported in form of an official Certificate of Analysis (COA) which must bear the Director's signature and the Laboratory's notary seal.

Where different batches are submitted, each batch is treated as an independent sample and hence each is issued with its own COA.

Only one COA is issued per sample and certified copies are provided at an additional cost of Ksh. 1000.00 per copy upon written request by the client. The request should be addressed to the Director, NQCL and should cite reasons for the COA copy.

Upon request, a detailed report is issued to the client with an added fee of 20% of the total cost of analysis.

## **3.0     Confidentiality**

No client is allowed to communicate directly with the analyst.

## **4.0     Complaints**

Clients who are dissatisfied with the analysis progress or reports issued should contact

the Quality Assurance Unit of the Laboratory for guidance on the appropriate procedure for reporting and handling complaints.

## 5.0 Appeals

Clients who are dissatisfied with the issued laboratory results and would want to request for re-analysis of the samples are required to:

- Present the request for re-analysis in writing to the Director, NQCL;
- Submit three different batches of the same formulation and strength;
- Pay double the original cost of analysis per batch;
- Pay the total cost of analysis at the time of sample submission.

## 6.0 Disclaimer:

*Transportation of samples to the National Quality Control Laboratory;*

*It is the responsibility of the client to ensure safe transport of samples to the Laboratory unless under specific cases where the Laboratory assumes the responsibility of transporting the samples for analysis. In the latter, the Client shall make the request in writing and bears the cost of such an excise. Samples that require thermal preservation must be transported on ice and still cooling by the time of receipt. The institution reserves the right to accept or reject samples if any of these conditions are not met.*