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**Title:** Labelling, packing and distribution of PT items

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## 1 Objective

Establish steps to run labelling, packing and distributions in a standardize way.

## 2 Scope

This document content applies to items used in PT. The items can be purchased or prepared by Mat Control.

## 3 Definitions

Not Applicable

## 4 Related Procedures

Not Applicable

## 5 Responsibilities

The technical responsible of Mat Control is responsible to elaborate the process as well elaborate labels. The technician and technical responsible run the processes.

## 6 References


Not applicable

## 7 Instructions

### 7.1 Labelling, packing and distribution

This document deals with labelling, packing and distribution of PT items. All processes are done according relevant national, regional, and/or international safety and transport requirements.

Annex A is use to register all decision and notes about labelling, packing and distribution of PT items during one PT.

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## 7.2 Labelling PT items

The elaboration of labels is done in WORD file and they are printed out in predefined designs. MATCONTROL uses labels with quality to ensure that labels are securely attached to the flask unit and are designed to remain legible and intact throughout the proficiency testing exercise.

The label of items contains the logotype of university of Barcelona, name of laboratory, name, type and number of sample and name of exercise. This last one, include year and, when appropriate, semester of campaign.

Figure 1 shows a model and an example of the label of items.

MATCONTROL has 3 word files that are used according with the flask size:

Matcontrol>my documents>Model etiquetes\_portale.doc

Matcontrol>my documents> Model etiquetes\_grans.doc

Matcontrol>my documents> Model etiquetes\_viale.doc




 <p style="text-align: right;"><b>MAT CONTROL</b></p> <p style="text-align: center;"><i>Name of sample</i>  <i>Type of sample</i>  <b>Number of flask</b></p> <p><b>NAME OF CAMPAINGN (YEAR SEMESTER)</b></p>	 <p style="text-align: right;"><b>MAT CONTROL</b></p> <p style="text-align: center;"><b>MUESTRA A</b>  <b>Residuo sólido</b>  <b>Botella N° 001</b></p> <p><b>INTERCOMPARACIÓN RESIDUOS (2009 B)</b></p>
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Figure 1 – Model and example of label ok flasks

### *Attached of labels on flasks:*

Before attached, verify if all labels contain correct information.

The labels are attached manually. The person that operates this task shall be aware about central distribution of label in the flask in order to facilitate the reading of information. All flasks are done as similar as possible and for this a model with marks is used, as shows followed figures.

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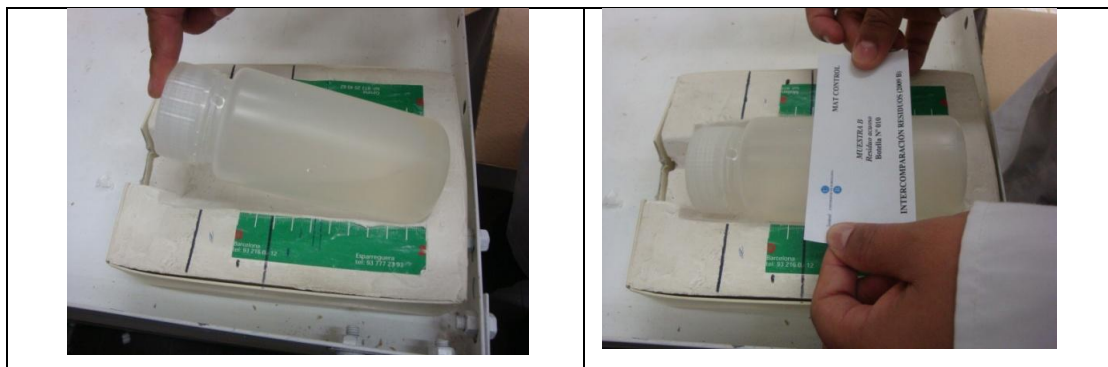


Figure 2 - Attached of labels on flasks :

### 7.3 Elaboration of labels for packages distribution

The labels for box distribution are done by technical director crossing information about participant's registers and list of confirmation in the PTS.

The content of label are name and address of the center participant and name of contact person to receive the item. When the distribution is done for private transportation agency, instead public (national) post service, also a telephone number of participant is include to allow contact easily.

Some items require special recommendation for transportation, as box direction and temperature. The technical director and technical responsible decide labels needs. Attached labels on box are done according transportation agency rules.

Figure 3 shows a model of label of box to distribution.

Name of responsible person to receive  Name of laboratory   Address of participant  Telephone number of participant
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Figure 3 – Model of label for box distribution

### 7.4 Packing

For each type of item, technical director and technical responsible decide the best manner to pack with consideration about physical integrity of item during transportation.

Packing decision and operation involve:

1. Choose box with appropriate size to items and structure the boxes.
2. Fill the box with protection material such as Styrofoam flocks (patates) or bar (porexpan), and when required, protect the flasks items by wrapping. Glass bottles always require bubble plastic wrapping.

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3. Take form (CODE Codis\_participacio\_number\_campaign) with the list of participating laboratories confirmation in PT and for each item, take note about type and number of items; and name and code of the laboratory that receive such item. Assign such code in the letter to participant. **This process requires high attention.** Verify if the label is correct. Label information should agree with laboratories confirmation in PT list.

**MATCONTROL does random assignment of laboratory codes for each round. This prevents identification on the basis of history of participation and accede confidentiality.**

4. Put the corresponding item in the box.
5. Add in the box a letter with the code of participation in the exercise, information to participants and the acknowledge of receipt sheet. Close the box with adhesive.
6. Paste in the box:
- label with participant address
  - label with sender.
  - labels with others relevant transport information as box direction or temperature.

Exception for first step 1, all steps are done for each item for time. This is to facilitate label checking process. Repeat steps 2 to 6 for each of items.

Following figures illustrate the packing process.

Step1 and 2


Step 3

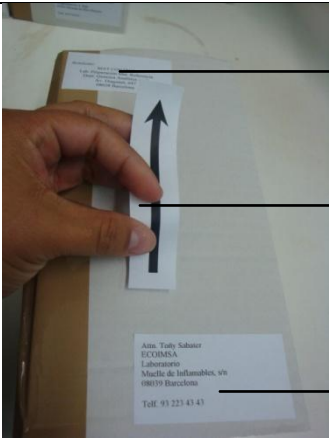
R A LA CARACTERITZACIÓ DE RESIDUS (PROGRAMA 2009B)  
tres a residu sòlid (Mostra A), mostra aquosa (Mostra B) i BTEX (Mostra C)

Empresa/Entitat	Població	Mostra A (metalls lio)	Mostra B (NH <sub>4</sub> <sup>+</sup> )	Mostra C (sòl cont.)	Codi part.
		1	1	1	
		1	1	1	
		1	1	1	
		1	1	1	
		1	1	1	
		1	1	1	
		1	1	1	
		1	1	1	
		1	1	1	
		1	1	1	
		1	1	1	
		1	1	no	
		1	1	no	
		1	1	no	

Step 4

Step 5

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Steps 6	
	<p>Sender label – Mat Control</p> <p>Special recommendation for transportation</p> <p>Receiver label</p>

## 7.5 Distribution

Distribution of items can be done for national post or private agencies. Technical director should contract the service according needs and availability.


Participants shall confirm the received through fax or email of received confirmation sheet “HOJA DE ACUSE DE RECIBO” sent together items.

The private agency receives a distribution list which is signed to confirm that all items are collected.

Next picture shows all items already to be sent to participants.



If a participant does not receive the item, Mat Control is able to follow the item route through the agency registers and solve the problem as soon as possible.

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## 7.6 Annex A Register of labelling, packing and distribution process

Date:	Campaign:
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<b>Item 1:</b>			n° of items :
Flask <sup>a</sup> :	Phase <sup>b</sup> :	Protection material <sup>c</sup> :	
Label model:			
Obs			

<b>Item 2:</b>			n° of items :
Flask <sup>a</sup> :	Phase <sup>b</sup> :	Protection material <sup>c</sup> :	
Label model:			
Obs			

<b>Item 3:</b>			n° of items :
Flask <sup>a</sup> :	Phase <sup>b</sup> :	Protection material <sup>c</sup> :	
Label model:			
Obs			

<b>Item 4:</b>			n° of items :
Flask <sup>a</sup> :	Phase <sup>b</sup> :	Protection material <sup>c</sup> :	
Label model:			
Obs			

a\*Glass, plastic    b\* Solid, liquid, gas    c\* bubble plastic, styrofoam flocks (patates), styrofoam bar (porexpan), plastic bag

Chosen boxes	Items combinations	N° of packed

Distribution agency:	
Contact :	Collected date:

Annex CODE "Tramessa mostra" signed by distribution agency

Signature of responsible: \_\_\_\_\_