

## SOPs FOR DISCARDING OF 1<sup>ST</sup> PORTION OF FERTILIZER SAMPLES

### 1. Sample Discarding Committee

- After the approval from Additional Secretary (Task Force), Agricultural Chemist will notify the discard committee comprising 3 members including 1 convener.
- List will be prepared for the following categories
  - Fit samples
  - Unfit samples
  - Court cases
  - Unfit samples declared 30% by reference lab
- Except fit samples, all samples will be retained till the finality of the decision.
- List of samples to be discarded will be prepared as per following format.

Sr No	Product Name	Lab Code	Composition

- Discarding committee will get the final approval from the Agricultural Chemist for disposal.
- Discarding committee will also be responsible for handling over the stock of samples to the respective / nearest Research Institute / Station.
- All the record of handing over and receiving will be maintained properly.

## **SOPs FOR DISCARDING OF ADVISORY SOIL SAMPLES**

- Sample will be analyzed within 15 working days and then samples prepared, result data entered in Data Register at the entire satisfaction of the analysts (repeating analysis if required), result reports & recommendations to the farmers are issued.
- Heads of the laboratory will constitute a committee comprising 3 members.
- After 30 days, committee will prepare the list and got approval from the head.
- After approval from the heads, samples will be discarded.
- Proper record will be maintained.

## **SOPs FOR DISCARDING OF ADVISORY WATER SAMPLES**

- Sample will be analyzed within 05 working days, prepared, results data entered in Data Register at the entire satisfaction of the analysts (repeating analysis if required), result reports & recommendations to the farmers are issued.
- Heads of the laboratory will constitute a committee comprising 3 members.
- After 30 days, committee will prepare the list and got approval from the head.
- After approval from the heads, samples will be discarded.
- Proper record will be maintained.

## **SOPs FOR DISCARDING OF PROJECT EXTENSION SERVICES 2.0 SOIL SAMPLES**

- Samples prepared, analyzed, result data entered in Data Register at the entire satisfaction of the analysts (repeating analysis if required), result reports & recommendations to the farmers are issued.
- Heads of the laboratory will constitute a committee comprising 3 members.
- After 60 working days, committee will prepare the list and got approval from the head.
- Check samples will be used in each batch daily and data will be maintained.
- The library of Atomic Absorption Spectrophotometer / Spectro photometer / Flame photometer or any other equipment, will be maintained for at least 6 months.
- After approval from the heads, samples will be discarded.
- Proper record will be maintained.

## **COMMITTEE FOR RECHECKING OF SOIL, WATER AND PROJECT EXTENSION SERVICES 2.0 SAMPLES**

- Agricultural Chemist (Training), Directorate of Rapid Soil Fertility Survey & Soil Testing Institute, Lahore
- Soil Fertility Officer of the respective region.
- Assistant Soil Fertility Officer-II, Directorate of Rapid Soil Fertility Survey & Soil Testing Institute, Lahore

### **TORs OF THE COMMITTEE**

- The committee will recheck the soil and water samples which have previously been analyzed by the lab analysts. The number of samples will be determined by the committee.
- It will also be the choice of the committee either he may check the analysis of all the parameters or anyone.
- Report will be furnished to the Director, SFRI for appropriate action, if required.