

**STANDARD OPERATING PROCEDURES (SOPs) FOR SOIL SAMPLES UNDER
ADVISORY / RESEARCH SERVICES**

Upon receipt of samples from the source (customer), the head of the laboratory shall be the custodian of the sample. To obtain the sample, he may appoint any officer / official on his behalf.

1. The sample is either obtained by the laboratory staff at the request of the farmer or brought to the laboratory by the farmer himself for analysis (Annex-1).
2. Samples will be collected at the laboratory's Sample Collection Desk.
3. The individual who receives the samples at the laboratory shall inspect the samples and fill in Proforma, shall be charged for the analysis of the samples at the notified rate, shall issue the receipt of the fee and shall record the farmer & the details of the samples.
4. The sample will be entered in the Soil Sample Receipt Register and the order sheet of the sample analysis will be prepared and sent to the respective analyst for analysis (Annex-2).
5. Upon completion of the sample analysis, the data will be entered in the Soil Analysis Data Register and the Soil Analysis Report will be generated and signed by Assistant Agricultural Chemist and then Agricultural Chemist, if in the Divisional Laboratory (Annex-3).
6. Sample analysis will be completed within 14 working days and a report will be made available to farmers either by post or by e-mail along with full fertilizer recommendations for the targeted crop (Annex-4).
7. After the completion of the analysis, after issuing / sending the report to the farmer / research organization, the samples will be disposed of.

SOPS FOR WATER SAMPLES UNDER ADVISORY / RESEARCH SERVICES

Upon receipt of the samples from the source (customer), Head of the Laboratory will be custodian of that sample. He can nominate any officer / official on his behalf to receive the sample.

1. Sample will either be collected on the request of the farmer by the lab staff or brought to the laboratory for analysis by the farmer himself (Annex-5).
2. Sample will be collected at *Sample Collection Desk* present in the laboratory.
3. The person receiving the samples at laboratory will check the sample and fill its particulars in Proforma by recording the details of farmer and the sample.
4. The concerned person will receive the sample in the Water Sample Receipt Register. (Annex-6).
5. After completing the sample analysis, data will be entered in the Water Analysis Data Register (**Annex-7**).
6. The sample analysis will be completed in 5 working days and report along with the complete recommendations will be available to the farmer (**Annex-8**).
7. After the completion of analysis, the sample will be disposed off after issuing / dispatch of report to the farmer.

SOPs FOR SOIL SAMPLES HANDLING OF PROJECT EXTENSION SERVICES 2.0

1. Soil samples with concerned Deputy /Assistant Director Agriculture (Extension) official letter (QR codes lists enclosed) will be received at respective District laboratory after checking their number, physical condition and QR codes of each sample.
2. Then samples will be received on web portal by entering their QR codes and batches will be created.
3. Then, received samples will be sent to sample room for further processing and divided into two portions.
4. One portion will be retained for Macro-nutrient analysis at District Lab while other portion will be transferred to respective Divisional Lab for micro-nutrient analysis.
5. Prepared samples will be analyzed in laboratory following Standard Test Methods and then will be disposed off.
6. The final analysis data will be uploaded on web portal by digitizer, if available.