

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</p>	<p>Document No. HUB.HP.REC.115 Effective Date: 01-June 2022 Revision Date: New</p>
<p>Outside Lab Chain of Custody and Report</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

It is likely the HUB will use an outside laboratory for product testing. A chain of custody form (COC) is completed by the HUB and submitted with the samples. This provides a record of the samples submitted and tests requested. The COC can be linked to the Certificate of Analysis (COA) report that is received from the laboratory when the tests are complete.

Chain of Custody forms are provided by the laboratory and are usually available for download from the laboratory company website.

The information on the chain of custody form generally includes the following.

- HUB Information: Address, phone and email contact and name of person to whom the results should be sent.
- Sample Information – Sample description (name, flavour, packaging format etc). List of samples including identifier such as date made or lot code.
- List of tests required – The laboratory will assist you to determine the tests needed. They will explain the different methods available and help establish samples needed. This is particularly useful when evaluating the shelf life of products.

Samples must be received in good condition at the laboratory. Use a cooler with ice packs to keep the temperature below 10°C.

Related Documents

HUB.PRE.SOP.2 Water Testing SOP
HUB.PRE.REF.11 Water Sampling Method