



Advancing Nutrition Globally

Craft Technologies, Inc. Sample Retention Policy

Unless otherwise noted all sample(s) are discarded/destroyed by CTI within the noted time frame from receipt of the sample(s).

FOOD/FEED MATRIX (pet food and other food products etc.): retained 3 months

DIETARY SUPPLEMENTS (tablets, soft gels, oil, capsules, etc.): retained 3 months

BIOLOGICAL (serum, urine, blood spots, etc.): 1 year

If your sample(s) require longer retention times (longer retention time fee may apply) or you require your sample(s) to be returned please contact: Sample Receiving at samples@crafttechnologies.com

Sample(s) requiring long term testing or requested to be held (either by client or laboratory) are marked with a dated DO NOT DISCARD label. These are reviewed every 3 months to determine status.

Procedures for disposal and/or destruction of sample(s) are as follows:

Food/Feed Matrix are disposed in black puncture resistant trash bags in the common waste disposal container. The common waste disposal container is emptied each week by an approved waste management service.

Dietary Supplements are disposed in a primary container (black puncture resistant trash bag). The primary container is stored in a secondary container (corrugated cardboard box). For disposal the primary container is tied closed inside the secondary container. The secondary container is securely sealed and disposed in the common waste disposal container. The common waste disposal container is emptied each week by an approved waste management service.

Disposal/destruction and record keeping of the above matrices is the responsibility of the Sample Receiving Technician.

Biological Sample(s) are disposed using an approved waste management service in accordance with federal, state and local regulations. Authorized laboratory staff is responsible for containing and storing biological waste in the primary container (supplied by waste management services (red bag) which is impervious to moisture with sufficient strength to resist ripping or tearing under normal conditions). The primary container is stored in a secondary container (supplied by waste management services (corrugated cardboard box)) clearly marked for biological storage. For disposal the primary container is tied and taped closed inside the secondary container. The secondary container is sealed (taped) securely and properly labeled for pickup. Biological sample(s) prepared for pick up are retained in the biological laboratory until retrieved once a quarter by an approved waste management service.

This document was prepared by CTI to inform our clients of the sample retention policy of our laboratory. It is not for dissemination. We encourage you to obtain information relevant to your project before shipping. We are not responsible for disposed/destroyed sample(s) if proper notification to our laboratory is not received in a timely manner.