KMFRI Kenya Marine and Fisheries Research Institute	KMFRI TESTING AND CALIBRATION LABORATORIES	Document ref : KMF/LQMS/SOP/HTI/10 Form ref. : F/SSC/10 Revision : 01 Author : Quality Manager Reviewed by : Head of Laboratory Approved by : Deputy Director laboratory services Date issued : 16.06.2025 Revision date : 24.04.2026
	Sample Submission & Contract Review Form	

Customer Name: ……..**Address:**…… **Contact Person:**……

Tel/Mobile:……..**Email:**…….. ☐ **Sample Submitted by Client** ☐ **Sampled & Submitted by KMFRI Labs Staff** ☐ **Other**

SAMPLE DESCRIPTION: *(Indicate where applicable)*			
No. of Samples:		Sample Size (*see below*):	
Date/Time Sampled/Submitted:		Sampled/Submitted by:	
Sample(s) Condition/Temp:		Sampling Location:	
Source:		Special Marks Required:	
Cold storage/landing site (s):		Ship/Shore/Other:	
Batch:		Total Quantity Inspected:	
Vessel/Truck:			
Analysis Reporting Requested:	☐ Normal TAT ☐ *Urgent 24Hrs ☐ Other (TAT):		

TEST(S) REQUESTED *(List or attach list of test parameters)*		
		INDICATE SPECIFICATIONS REQUIRED ON THE TEST REPORT. *(please tick (✓) where applicable below)*
	☐	Regulatory specifications required-KEBS/NEMA /EAS/CODEX/ EU
	☐	Customer specifications (*Please attach*)
	☐	Customer standing instructions (*State contract ref.)*
	☐	Only test results required –No specifications!
	☐	Other (*Specify)*
		INDICATE TEST METHODS REQUIRED (IF KNOWN) *(please tick (✓) where applicable below)*
	☐ AOAC	☐ GAFTA
	☐ AOCS	☐ FAO MANUALS
	☐ ISO/EN	☐ CIPAC
	☐ ASTM	☐ WHO/CODEX
	☐ IP	☐ EAS
	☐ EPA	☐ KS
	☐ APHA	☐ Other Combination

FOR KMFRI LABS OFFICIAL USE ONLY	
No. of Samples Received:	
Date & Time Received:	
Sample Condition at Receipt:	
Sample Size Received. Adequate?	☐ YES ☐ NO
Lab's Capability for Required Tests:	☐ YES ☐ PARTIAL ☐ NO
Subcontracting Required:	☐ NO ☐ YES
Client's Consent to Subcontract:	☐ YES ☐ NO
Expected Date of Tests Completion:	
TESTING FEES/QUOTE ACCEPTED BY CLIENT?[EMAIL OR PURCHASE ORDER]	☐ YES ☐ NO
Client Category	☐ Small ☐ Medium ☐ Large
Internal Customer Job No/Dept:	
KMFRI LAB LIMS Ref. No:	
Lab/Analyst 1 Assigned to Job	
Lab/Analyst 2 Assigned to Job	
Lab/Analyst 3 Assigned to Job	

IS STATEMENT OF CONFOMITY OR/AND DECISION RULE APPLICABLE ☐ YES ☐ NO
If YES, state:

LABORATORY REMARKS

Authorized Client's Signature:……..Date:…….. Time:……..

Authorized Lab Officer /Signature:…….. ….Date:……Time:……..

IMPORTANT NOTICE !!!_BELOW ARE MINIMUM SAMPLE SIZES REQUIRED FOR LABORATORY ANALYSIS. SMALLER SAMPLE SIZE MAY DELAY ANALYSIS PROCESS.

(1) Water/Waste Water - 2X1litre (in duplicate) (2) Fish fillets - 2X500g (in duplicate) (3) Fish processing hygiene swabs – (100g); (4) Soil Samples - 2X250g (in duplicate) (5) Fish – 2 to 3 whole fish