**Action Note 2024/11/02: Chapter 5: Residues**

**Purpose**

This Action Note (AN) is to highlight the observations made and to address the recommendations from the recent audit by VMD on residue sample collection.

Observations

* The OV and/or MHI were not present at the time of the FBO signing the tamperproof bag(s)
* The temperature gauge was not easily available to check the temperature, when the auditors asked what the freezer temperature was.
* Although the freezer is lockable, the key is kept in the freezer and the room where the freezer is kept is unlocked during the day whilst FSS staff are working

Audit Recommendations

* The OV/MHI oversees the signing of the tamperproof bag by the FBO, to avoid samples being made unassayable should a correction be made by the FBO without the required initials.
* The temperature gauge should be put on a chain so that it is easily accessible to check the freezer is at the required temperature (between minus 15 to minus 20)
* It is recommended that FSS remove the freezer key and keep in the FSS office under lock and key.

**Procedure**

FSS AOs are to:

* When carrying out sampling, ensure that the signing of the tamperproof bags by the FBO witness is carried out under supervision of the sampling officer and any errors are corrected in line with SMOC instructions.
* Ensure all freezers are equipped with a thermometer that is attached to a chain or cable tie so that it is easily accessible to check the freezer is at the required temperature of between -15 to -20 degrees Celsius.
* Keep freezers locked with the key removed when they contain samples or ensure that the room where the freezer is located is locked when unoccupied.
* Check regularly that all FSS freezers used for the storage of samples are in good condition and free from build up of ice and easily accessible.
* Record on the amended Record of evidence and access to FSS freezer form (Annex 1) the date & time samples were place in freezer with the temperature of freezer recorded along with the initials of the relevant FSS officer, then record the date removed from freezer, temperature of freezer at removal and the initials of the FSS officer removing them from the freezer.
* Staff are to escalate any issues via the normal management structure (FOCs and OMs) for rectification.

**Field Staff** are required to:

* Note the contents of the Action Note. Plant attending OVs to ensure that the Action Note is read by all FSS staff, and this is noted in the Action/Information Log below.

**This Action Note will be**:

* Uploaded to the Action Note Live Folder and Operation tracker log on SharePoint.
* Forwarded to Website mailbox (websiteteam@fss.scot) for publication on our website.

The Action Note will remain live until either incorporated in the SMOC, or revoked.

Copies of the live and revoked Action Notes can be found on [SharePoint](http://sgsharepoint16/sites/FSS/ops/_layouts/15/start.aspx#/SitePages/Home.aspx?RootFolder=%2Fsites%2FFSS%2Fops%2FShared%20Documents%2FSMOC%2FSMOC%20%2D%20Action%20Notes&FolderCTID=0x012000BE19D936AC67B044AE90EEDEB6E4B48F&View=%7B4874B561%2DB608%2D40C4%2DBE22%2DC4C905F4C7BD%7D).

**Annex**



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| --- | --- | --- | --- |
| **Action Note drafted by** | **Action Note agreed by** | **Published** | **Revoked** |
| Colin Clark | Elena McWatt | Chris Quick |  |
| 14/10/2024 | 14/11/2024 | 14/11/2024 |  |

## **Action/Information Log**

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| Action/Information Number [delete as appropriate]:  |
| SMOC Chapter: |
| Implementation/Revocation Date [delete as appropriate]: |

***(Signing the charter below certifies that the Action/Information has been read and understood)***

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| **Print Name** | **Designation** | **Date** | **Signature** |
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