

TRAINING ON SAMPLES MANAGEMENT, CERTIFIED REFERENCE MATERIALS (CRMs) & LABORATORY CHEMICAL WASTE MANAGEMENT PRACTICES

NITA ACCREDITATION NO: NITA/TRN/2455

Co-sponsored by



28th Sep. to
2nd Oct. **2026**



Day 1	EVENTS
09:00 – 10:00 am	Overview of Sample Management - Introduction to Laboratory Sample Management - Types of Laboratory Samples - Role of Laboratory Sample Management in quality management system - Importance of good management - Sample Management Components
10:00 – 10:30 am	TEA- BREAK
11:00 – 12:30 p.m	Collection and Preservation - Sample Collection Techniques & Potential outcomes of collection errors - The laboratory's responsibilities in sample collection and preservation - Test requisition /and test request form - Sample collection requirements

12:30 – 14:00 p.m	LUNCH - BREAK
14:00 – 16:30 p.m	Laboratory Handbook & Sample processing - Verification of the sample quality & Sample rejection criteria - Registration of samples in the lab sample register(log)

Day 2	EVENTS
09:00 – 10:30 am	Introduction to Laboratory Information Management Systems (LIMS) - Benefits of digitizing sample management - Sample handling - Maintaining accurate records for audits & inspections & Use of LIMS for tracking
10:30 – 11:00 am	TEA- BREAK
11:00 – 12:30 p.m	- Storage and Quality Control for reference standard - Sample transport and containers - Advanced Practices and Disposal for used samples and retained samples
12:30 – 14:00 p.m	LUNCH - BREAK
14:00 – 16:30 p.m	Fundamentals of Handling and Management of Certified Reference Materials - Introduction to Chemical Reference Materials - Importance CRM in laboratory operations - Traceability and certification (e.g., ISO, NIST)

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Day 3	EVENTS
09:00 – 10:30 am	Chemical reference standards management - Sourcing certified reference materials (CRMs) - Documentation requirements: certificates of analysis (CoA) and regulatory compliance. - Proper Storage conditions, Stability testing and shelf-life considerations. - Safe handling practices & preparation of working standards from primary standards Regulatory and Quality Assurance Certified Reference Materials - Overview of regulatory guidelines (e.g., ISO 17025, GMP) - Role of reference standards in quality control and assurance
10:30 – 11:00 am	TEA- BREAK
11:00 – 12:30 p.m	Calibration and Validation, SOPs & Data Management Certified Reference Materials - Developing and implementing SOPs for reference standard management trials & training staff on SOP adherence - Resting of reference standard
12:30 – 14:00 p.m	LUNCH - BREAK
14:00 – 16:30 p.m	Discussions

Day 4	EVENTS
09:00 – 10:30 am	Laboratory safety and waste management and Disposal practices - Introduction to Chemical laboratory safety - Overview of Laboratory Risk Management according to ISO/IEC 17025/2017. - Hazardous Substances and Classification - Chemical hazards & Hazard Communication. - Occupational Exposure to Hazardous Chemicals in Laboratories.
10:30 – 11:00 am	TEA- BREAK
11:00 – 12:30 p.m	Classification and segregation of used Laboratory Chemicals - Organic solvents classification - Reagents and Buffers - Pharmaceuticals reference Materials (API) - Inorganic chemicals - Inorganic certified reference materials
12:30 – 14:00 p.m	LUNCH - BREAK
14:00 – 16:30 p.m	Laboratory tour and Case study

Day 5	EVENTS
09:00 – 10:30 am	Disposal and Environmental Considerations for chemicals & Certified reference Materials - Safe disposal of expired or unused reference standards and Chemicals - Environmental impact and compliance with waste management regulations
10:30 – 11:00 am	TEA- BREAK
11:00 – 12:30 p.m	Recap of the course, closing ceremony and issuance of certificates

Deadline: 16th September

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2nd Oct.**

2026

**Cost Kes. 75,000.00
or USD 700.00
exclusive of taxes**

NAIROBI

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