



National Accreditation Scheme

Accreditation of environmental sampling organisations

NAR-19-IV

Edition 1

Effective from: April 2016

1. Introduction

The operation of environmental sampling organisations is fundamentally governed by Standard MSZ EN ISO/IEC 17025:2005, the present document determines the additional specific requirements, conditions.

To site assessments/on-site tests (???) and sampling together Standard MSZ EN ISO/IEC 17025:2005 is applicable, whereas to sampling only, sections 4 and sections 5.1-5.3., 5.4.1-5.4.2., 5.4.7., 5.5.1-5.5.7., 5.7-5.8., 5.10.1-5.10.3., 5.10.7-5.10.9. of Standard MSZ EN ISO/IEC 17025:2005 are applicable.

The accreditation of sampling organisations, the surveillance, reaccreditation and extension, reduction of scope of accredited organisations shall be performed according to NAR-01 applicable to the accreditation of testing laboratories. The accreditation and surveillance procedure fees are established in accordance with Annex No. 1, Table 2 of Decree No. 45/2015. (XII. 30.) of the Ministry of National Economy (NGM).

2. Base concepts

Sample: part of the material to be tested, selected in line with the purpose of the test, in order to identify the characteristics of the larger mass of the material or its concentration occurring in its environment.

Sampling: a set of operations that enable the separation of the sample from the material to be tested.

Sample treatment: set of all operations that samples go through in the process of sampling, from the selection of the material to be sampled to the destruction of samples and/or parts of a sample.

Incremental sample (sub-sample): part of a sample gained by selection or division, or a unit selected as part of a sample, or the last unit of sampling of several steps.

Sample preparation: selection of the test sample part from the sample or sub-sample whereby the sample is made suitable for testing.

Sample part for testing: material actually measured for the purpose of testing.

Counter-sample: sample part separated from the sample part for testing, stored appropriately and suitable for identification, ready to be used any time for control purposes.

Sampling instruction: description of technical activities mandatory to comply with in the process of sampling, appropriate for sampling and the purpose of testing.

Sampling organisation: an organisation having the personal, professional and technical (material) conditions, on the basis of which the organisation is suitable for the performance of sampling tasks by using standard or unique methods in the given special field.

Organisation accredited for sampling: an organisation, which is suitable for the performance of the sampling task in a given field, and this ability of the organisation is certified by a

certificate following an accreditation procedure by the National Accreditation Body or other body entitled to pursue an accreditation procedure.

Technical manager of the sampling organisation: Head of the technical staff included in Standard MSZ EN ISO/IEC 17025:2005.

3. General conditions

Only legal persons and organisations without legal personality, and their testing laboratories (hereinafter: organisations) can be accredited for environmental sampling, who have the personnel, professional and technical (material) conditions available to perform sampling. Sampling organisations must be in compliance with the requirements of Standard MSZ EN ISO/IEC 17025:2005, further, the specific requirements laid down in the present document.

If the sampling organisation is part of a larger organisation, which, in addition to sampling, also performs other activities, the head of the organisational unit performing sampling, the technical manager (if not identical with the previous) as well as the quality manager, and their responsibilities must be determined within the organisation.

An environmental sampling organisation can only be accredited if the testing of the samples is performed by an accredited testing laboratory. Accredited status in a sampling field can only be awarded if the connection between the sampling organisation and the accredited testing laboratories it is potentially cooperating with is laid down in writing (declaration of intention on cooperation). When submitting the application for accreditation, the sampling organisation shall identify the accredited technical scope of the testing laboratory selected for testing.

The sampling organisation shall clearly identify the sampling activity to be accredited, (enlisting the environmental sample (samples), the sampling method(s) and the method IDs).

The sampling organisations must have at their disposal the standard sampling methods available in the technical field of sampling, or unique sampling methods established jointly with the cooperating testing laboratory, on the basis of which it is able to perform its specific sampling task. Unique sampling methods shall be described in such a detail that enables the control and traceability of each of its steps.

In the accreditation and surveillance procedure, the organisation shall provide evidence of its competence in sampling in the given special field.

4. Personnel requirements

The technical manager of the organisation shall have college/university degree appropriate for the nature of the test in relation with sampling (a degree in chemical engineering, chemistry, biology, geology, hydrology, teacher of chemistry, etc.). The technical manager must be able to interpret the sampling solutions of the given technical field. The technical manager shall check the compliance with the procedures, shall keep contact with the staff of the cooperating testing laboratory in order to attain the given objective of testing, and to ensure the representativity of sampling.

The technical staff of the sampling organisation shall have at least secondary school education, having sufficient education and training appropriate for the given sampling task, furthermore, be able to perform the tasks laid down in the sampling instruction and handle the necessary technical equipment.

The head of the organisation shall ensure the regular training of the technical staff of the sampling organisation. The technical manager and staff shall monitor the achievements in the development of the special field, the changes in legal regulations and requirements, and adaptation to changes, developments and their introduction in practice shall be taken care of with the involvement of the cooperating testing laboratories.

5. Technical requirements

Sampling organisation must have the sampling equipment necessary for the performance of sampling and in accordance with the applicable standards or specific methods. (e.g., drilling appliances, pumps, etc.).

Suitability (e.g., cleanliness) of sample containers appropriate for the sampling tasks of the given field shall be inspected by the testing laboratory before starting sampling - if sample containers are not provided by the cooperating testing laboratory. Preparation of the sampling containers - if it is done by the sampling organisation - shall be performed as laid down in the cooperation agreement and shall be documented. The sampling organisation shall take care of the appropriate scheduling of sampling and the transportation of samples.

The sampling organisation shall be suitable for performing certain activities indispensable from the aspect of testing (e.g., prevention of potential impacts causing the change of the composition of the sample, preservation of the samples). The sampling organisation shall have the most important laboratory equipment available related to its special field (e.g., scales, volumetric instruments, thermometers, etc.), that are indispensable for the given sampling task.

Proper operation, calibrated status as necessary of the sampling appliance must be ensured in order to have an appropriate operation of the equipment after transportation to the site, and have the calibrated status maintained during sampling. If we cannot ascertain the validity of calibration on-site, the equipment shall be checked in a calibration laboratory before and after sampling.

6. Operation requirements

Prior to sampling, the sampling organisation shall prepare a sampling plan and a sampling instruction, which is to be approved by the technical manager of the organisation. The reliability of sampling will be the responsibility of the sampling organisation.

The sampling plan shall contain at least the following:

- purpose of the test and sampling,
- description of the sampling strategy (information on sampling and testing programme),

- adequate background information on the sampling site, environment, background,
- components/constituents of the sample to be determined,
- sampling site(s), types, frequency of sampling, preparation of a sampling map,
- other information (e.g., pH, temperature, weather conditions, depth, etc.),
- detailed description of the sampling method,
- marking, documentation, labelling of the samples,
- pre-treatment of samples (e.g., screening, acidification, addition of additives to prevent oxidation, etc.),
- packaging and storage of samples, material of sample storage containers,
- ensuring that the sample does not get contaminated (no absorption or reaction with the sample container should take place, or with the sample forwarding line, etc.),
- personnel requirements for sampling,
- sampling equipment, their calibration and documentation
- provision of occasional site tests, measurements.

Sampling organisations shall prepare a quality manual, which, in addition to the quality system of the organisation and its technical activity, shall also provide the legal and technical criteria for operation, and identify the cooperating accredited testing laboratories as well, which may potentially perform the testing of the samples gained from sampling in the given special field.

A cooperation agreement (contract) shall be concluded with the cooperating testing laboratory in relation with each specific task. In addition to the legal requirements and liability, the cooperation agreement shall also include the technical conditions on the basis of which the sampling of the given material in the interest of the given testing objective can be reliably performed (e.g., purchase, preparation and control of the sample storage containers; the scheduling of sampling; application of accompanying or other control standards; performance of on-site measurements as necessary; storage and transportation of samples; involvement of cooperating testing laboratories). Furthermore, the sampling plan, which must be prepared with the involvement of the cooperating testing laboratory, is also part of the cooperation agreement. The standard or unique sampling method suitable for the performance of the given sampling task, which, in agreement with the cooperating testing laboratory, is suitable to offer a solution for the given task, is part of the sampling plan.

The sampling organisation is obliged to record all technical information related to sampling in the sampling report. The sampling report shall contain at least the following:

- name, address of the sampling organisation,
- name and address of the testing organisation and/or the customer,
- the sampling report shall be uniquely identified and the pages of the report shall be identified,
- time of sampling,
- site of sampling (name of structure sampled, also attaching the site plan, map or photo, if appropriate),
- description of the method, process of sampling, with reference to the sampling plan,

- provision of all information related to sampling which may influence the test results (pressure, temperature, eventual metrological conditions, etc.),
- provision of the characteristics of the sample,
- identification of the sampling equipment,
- naming the applied accompanying standards and quantity,
- identifying the number of the primary samples, the parallel samples and counter-samples, and provision of their location,
- data of on-site tests, measurements, case-by-case,
- issue date of the sampling report,
- name(s) and signature(s) of person(s) authorised to sign the sampling report.

Samples generated in the sampling procedure shall be appropriately identified and the samples that are the subject of testing, shall be handed over to the testing laboratory together with the first copy of the sampling report. The testing laboratory shall certify the receipt on the second copy of the sampling report. It is the responsibility of the sampling organisation to provide for the storage of the counter-samples, unless otherwise provided in the cooperation agreement.

The following shall be indicated on the sample storage container:

- ID number, code, etc. of the sample,
- site of sampling,
- time of sampling,
- person performing sampling.

7. Closing Provisions

7.1. The present rule is issued by the Deputy Director General in the interest of ensuring the continuity of the certification activities of the accredited management system by way of the Director General's Instruction No. 10/2016.

7.2. Publication of the Rules on the website of NAH (www.nat.hu) is considered publication.