

Detailed List of Activities - Sample Management Laboratory													
Activity	Code	Description	Unit	Frequency	Start Date	End Date	Duration	Priority	Status	Responsible	Supervisor	Comments	Remarks
Sample Collection	SM-001	Collecting water samples from various sources	Liters	Weekly	2023-01-01	2023-01-31	15	High	Completed	John Doe	Jane Smith	Water samples collected from 5 different locations.	Analysis completed on 2023-01-25.
Sample Storage	SM-002	Storing samples in appropriate containers	Containers	Daily	2023-01-01	2023-01-31	10	Medium	Ongoing	John Doe	Jane Smith	Ensuring proper labeling and storage conditions.	Temperature logs maintained.
Sample Analysis	SM-003	Performing chemical analysis on samples	Tests	Weekly	2023-01-01	2023-01-31	20	High	Completed	John Doe	Jane Smith	Using standard methods for water quality testing.	Results within acceptable limits.
Sample Reporting	SM-004	Generating reports for sample analysis	Reports	Weekly	2023-01-01	2023-01-31	10	Medium	Completed	John Doe	Jane Smith	Providing detailed analysis results to stakeholders.	Reports available on the lab website.
Equipment Maintenance	SM-005	Maintaining laboratory equipment	Hours	Monthly	2023-01-01	2023-01-31	5	High	Ongoing	John Doe	Jane Smith	Regular calibration and servicing of instruments.	Next maintenance due on 2023-02-15.
Quality Control	SM-006	Implementing quality control measures	Checks	Daily	2023-01-01	2023-01-31	10	High	Ongoing	John Doe	Jane Smith	Ensuring accuracy and reliability of all data.	Control charts showing stable performance.
Sample Disposal	SM-007	Proper disposal of used samples	Units	Weekly	2023-01-01	2023-01-31	10	High	Completed	John Doe	Jane Smith	Following strict protocols for hazardous waste.	Disposal records maintained.
Inventory Management	SM-008	Managing laboratory inventory	Items	Monthly	2023-01-01	2023-01-31	5	Medium	Ongoing	John Doe	Jane Smith	Tracking reagents and supplies.	Inventory levels low for certain reagents.
Staff Training	SM-009	Training staff on new procedures	Hours	Quarterly	2023-01-01	2023-01-31	5	High	Completed	John Doe	Jane Smith	Conducting hands-on training for new staff.	Training evaluation positive.
Facility Maintenance	SM-010	Maintaining laboratory facility	Hours	Monthly	2023-01-01	2023-01-31	5	High	Ongoing	John Doe	Jane Smith	Ensuring a clean and safe working environment.	Facility inspection passed.

