# Knowledge assessment

**Assessment event 1 of 3**

## Criteria

### Unit code, name and release number

MSL953003 - Receive and prepare samples for testing (1)

### Qualification/Course code, name and release number

MSL40118 - Certificate IV in Laboratory Techniques (1)

MSL30118 - Certificate III in Laboratory Skills (1)

\*\*Amend the qualification box before distributing to the student. The information here should only contain the qualification the student is enrolled in\*\*

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is my own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: 1.0

Date created: 15/08/2019

Date modified: 12/02/2020

For queries, please contact:

Innovative Manufacturing, Robotics and Science SkillsPoint

Hamilton Campus

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This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge as would be required to receive and prepare samples for testing in a laboratory. |
| **Assessment Event number** | 1 of 3 |
| **Instructions for this assessment** | This is a written assessment and it will be assessing you on your knowledge of the unit.  This assessment is in 4 parts:   1. Multiple choice questions 2. True or False questions 3. Short answer questions 4. Assessment feedback |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your trainer for marking.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment all questions must be answered correctly. |
| **What do I need to provide?** | Pens |
| **Due date/time allowed** | 1.5 hours |
| **Assessment feedback, review or appeals** | In accordance with the TAFE NSW policy *Manage Assessment Appeals,* all students have the right to appeal an assessment decision in relation to how the assessment was conducted and the outcome of the assessment. Appeals must be lodged within **14 working days** of the formal notification of the result of the assessment.  If you would like to request a review of your results or if you have any concerns about your results, contact your Teacher or Head Teacher. If they are unavailable, contact the Student Administration Officer.  Contact your Head Teacher for the assessment appeals procedures at your college/campus. |

## Part 1: Multiple choice

Read the question and each answer carefully. Put an X in the table next to your chosen answer.

1. How do laboratories make sure that all samples and documentation can be traced at any point in time?

Table 2 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Australian and International Standards |  |
| 1. NATA accreditation |  |
| 1. LIMS, COCs and quality management |  |
| 1. All of the above |  |

1. What system is used to keep records of samples and testing safe and secure in a testing environment?

Table 3 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. The Quality Management System |  |
| 1. NATA accreditation |  |
| 1. The Laboratory Information System |  |
| 1. Australian Standards |  |

1. Why is it important to maintain customer confidentiality?

Table 4 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. To ensure your customer’s right to privacy |  |
| 1. To meet your workplace’s legislative requirements |  |
| 1. To protect your customer’s business interests |  |
| 1. All of the above |  |

1. If a customer comes in without a request form, you should:

Table 5 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| a) send them away |  |
| b) check to see if they have an ongoing request |  |
| c) report this to your supervisor as you might be required to contact the doctor to request a copy |  |
| d) b) and c) |  |

1. If the paperwork accompanying a sample is incorrect, what should you do?

Table 6 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Tell your customer to go away and come back when it is fixed |  |
| 1. Wait until your customer leaves and fix it yourself |  |
| 1. Ask your supervisor for assistance |  |
| 1. None of the above |  |

1. Why is it important to maintain a clean workstation?

Table 7 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. So that you don’t get into trouble from your supervisor |  |
| 1. To make sure customers are impressed with your workplace |  |
| 1. To ensure that you are safe while performing your duties |  |
| 1. So that you can see the paperwork you are using at all times |  |

1. If you are receiving samples and one container is broken and leaking, what should you do?

Table 8 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Report this immediately to your supervisor and the client |  |
| 1. Pick up the container in bare hands and throw it away |  |
| 1. Wear appropriate Personal Protective Equipment (PPE) and clean up the mess |  |
| 1. a) and c) |  |

1. Why should you minimise the generation of wastes and environmental impacts?

Table 9 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Because it’s a workplace policy |  |
| 1. It is a legal obligation in all workplaces |  |
| 1. To reduce the impact of human activities on the natural environment |  |
| 1. To reduce the impact of human activities on other workplaces |  |

1. When disposing of chemical or biological waste in the laboratory you should:

Table 10 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. never pour it down the drain or in the bin |  |
| 1. put it in the appropriate receptacle |  |
| 1. store it in unlabelled containers in the fume cupboard |  |
| 1. a) and b) |  |

1. Why would you group samples with similar testing requirements?

Table 11 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. To create efficiency in the workplace |  |
| 1. To save time and reduce the number of QCs and standards required |  |
| 1. To reduce the amount of waste created |  |
| 1. All of the above |  |

## Part 2: True or false

Read the question and then write **True** or **False** in the space provided.

Table 12 True or false

| Question | Write *True* or *False* |
| --- | --- |
| 1. Personal protective equipment (PPE) is not required in all laboratories |  |
| 2. Customers should be told what to do and when to do it |  |
| 3. It is important to provide customers with accurate information that is authorised for release |  |
| 4. It is okay for me to talk about my customer’s samples and results with my friends |  |
| 5. Workplace procedures for environmental samples require samples to be left on the bench until testing |  |
| 6. Chemical and environmental samples that have been tested should be stored for at least 1 month according to workplace procedures |  |
| 7. Pathology samples that have been tested have a variety of storage conditions, according to workplace and regulatory requirements |  |
| 8. Biological samples require some form of preservation before storage, according to workplace procedures |  |

## Part 3: Short answer

Read the question carefully. The word count is at the end of each question.

1. When completing a Chain of Custody (CoC) for a customer, what are the four key sections you should fill in (4 words)?
2. When receiving samples, what are the steps taken prior to entering them into the LIMS (5 to 10 words)?
3. What is the key thing you should do before entering any laboratory (1 to 5 words)?
4. List five common non-conformances that a laboratory technician might find at the sample receipt stage (5 to 15 words):
5. Give an example of when you would use each of these processes:
   1. Chemical separation (3 to 10 words)
   2. Sub-sampling (3 to 10 words)
   3. Preservation (3 to 10 words)
6. What is the purpose of workplace procedures (5 to 15 words)?
7. Give three examples of processes in the laboratory that are controlled by workplace procedures (3 to 10 words):
8. List and describe three aspects of laboratory work that are influenced by the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) (5 to 25 words):
9. Explain three key principles of labelling chemicals in the laboratory as set out in the GHS (3 to 10 words):
10. Why is it important to maintain effective customer relations (5 to 20 words)?
11. Why is it important to store samples correctly and maintain their integrity (5 to 15 words)?
12. How do you maintain the integrity of a sample you need to sub-sample prior to analysis (10 to 30 words)?
13. List four items of PPE required in a laboratory and explain how they keep you safe (10 to 50 words):
14. Why is regularly decontaminating equipment and workstations an essential part of Workplace Health and Safety (WHS) (5 to 20 words)?
15. Explain what is meant by traceability in the workplace (5 to 30 words):
16. Give three examples of measures that keep client information secure in a laboratory (3 to 10 words):
17. Name one laboratory system that is essential for ensuring that laboratory data and records are secure. Explain how this system keeps data and records secure (5 to 40 words):

Name of system:

Explain how:

1. Fill in the table below, listing the preservation techniques and pre-treatment required. Note: not all tests require preservation or pre-treatment (1 to 5 words per cell):

Table 13 short answer

|  |  |  |  |
| --- | --- | --- | --- |
| Sample type | Test | Preservation | Pre-treatment |
| Example – water | Oil and grease | Sodium bisulphate | None |
| Water | Total metals |  |  |
| Example – solids | Dust deposition | Copper sulfate | Removal of water |
| Solids | Total nitrogen |  |  |
| Example – food | Phosphate determination | None | Molybdate, hydroquinone, and carbonate sulfite reagent |
| Food | Yeast and mould |  |  |
| Example – Pathology | Full blood count | EDTA | None |
|  | Cerebrospinal fluid (CSF) |  |  |

1. Fill in the table below, listing the hazards that may be associated with the samples below (2 to 10 words per cell):

Table 14 short answer

|  |  |  |
| --- | --- | --- |
| Sample type | Test | Potential hazard |
| Environmental liquid | Total metals |  |
| Blood | NA |  |
| Raw sewage | Ammonia |  |
| Weet-bix | Moisture content |  |
| Compost | NPK |  |

1. In the table below, write down what you would use the procedures for (2 to 10 words per cell):

Table 15 short answer

|  |  |
| --- | --- |
| Procedure | What would you use this procedure for? |
| Process Control |  |
| Water testing |  |
| LIMS |  |
| Preservation |  |

1. In the table below, write down what you would use the equipment for (2 to 10 words per cell):

Table 16 short answer

|  |  |
| --- | --- |
| Equipment | What would you use this equipment for? |
| Computer |  |
| Digital scales |  |
| Centrifuge |  |
| Air sampler |  |
| Vacuum storage |  |
| Sintered funnel |  |

1. For the listed items below, write yes for those that relate directly to environmental sustainability, and no for the rest (1 word per cell):

Table 17 short answer

|  |  |
| --- | --- |
| Item | Is this directly related to environmental sustainability?  Write yes or no |
| Putting waste into the correct waste receptacles |  |
| Cleaning your workstation regularly |  |
| Printing on both sides of the page |  |
| Sending chemical waste to be recycled rather than disposed |  |
| Putting biological matter into a yellow hazard bin |  |
| Using air pumps instead of water pumps for vacuum suction |  |
| Receiving and preparing samples for testing |  |

1. For the items listed below, write yes for the answers that relate to maintaining sample integrity during transportation, and no for the rest (1 word per cell):

Table 18 short answer

| Item | Is this related to sample integrity during storage and transport? (y/n) |
| --- | --- |
| Bubble wrapping sample bottles |  |
| Taping the esky shut |  |
| Packing ice into bags to avoid leakage |  |
| Putting samples into the refrigerator at the lab |  |
| Completing a chain of custody or pathology request form |  |
| Ensuring the paperwork matches the sample |  |
| Completing analysis in the field |  |

## Part 4: Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***