

Standard Operating Procedure (SOP) for Referee Sample Analysis

Background:

Fuel Supply Agreements/ Tripartite sampling agreements do not have Standard Operating Procedure (SOP) for referee analysis time-lines resulting in inordinate delays in sending the samples and subsequently obtaining results. As per the Tripartite MOU dated 28.06.2016 signed amongst CIL, Power Utility and CSIR-CIMFR, CIMFR shall be responsible for custody, transportation and analysis of referee samples through designated labs. Wherever mechanical sizing facilities are available/working, sample of 212 Micron size shall be prepared. Wherever such facilities are not available, Coal Company shall provide the same. Till such time, sample of 3.35 mm shall be prepared. Following SOP is issued by the Apex Committee for implementation.

- i. Referee Sample shall be retained in double sealed condition duly signed by the representatives of Coal Company and the representative of Power Utility along with the signature of CSIR-CIMFR representatives and kept in safe custody of CSIR-CIMFR at the loading point for 30 days from the date of sample collection or for 15 days from the date of communication of results by CIMFR, whichever is later. Disposal of the unchallenged referee samples will be done by CSIR-CIMFR under intimation to the Coal company and Power utility with proper documentation of sample details.
- ii. For safe custody of referee samples, locker of Godrej make or equivalent make shall be provided by Coal Company at loading end. If it fails to do so, the same may be provided by Purchaser within reasonable time. All the keys will be solely under the custody of CSIR-CIMFR.
- iii. For more transparency in handling of referee samples, a separate room without any windows shall be provided by the Coal Company for referee sample preservation, which will be under surveillance of CCTV round the clock. CCTV footage shall be provided to CSIR-CIMFR on monthly basis.
- iv. Power utility/Coal Companies may raise dispute, if any, within seven days of the submission of result by CSIR-CIMFR excluding the date of submission.
- v. In order to remove the randomness in challenging results through referee samples, the referee sample challenge will be submitted along with the Challenging party's test reports. The decision of sending samples for referee shall not be accepted if it is not supported with the test results of the coal company/ power station; as the case may be. Challenging party shall communicate the details of referee challenged samples as per the format used for routine test reports submitted to concerned parties on routine basis, on the letterheads, to respective Research Zones of CSIR- CIMFR viz. Dhanbad, Ranchi, Bilaspur and Nagpur from where results are received. Every stakeholder shall have two permanent official email IDs for the purpose of third party analysis results and referee related issues.
- vi. The challenging party will send email (for referee challenge) in reply to CIMFR results. Challenging party shall also inform other party regarding the dispute. However, non receipt of information by other party shall not affect referee process.



[Referee SOP finalised by Apex Committee on 27 June 2018]

- vii. CSIR-CIMFR will process the request of referee sample analysis on monthly basis and dispatch the referee samples to referee labs on priority with advance intimation to both Coal companies & Power Utilities.
- a. CSIR-CIMFR will make the list of disputed cases received from Buyer and/or Seller for Referee analysis during the first day to last day of the month (Say April 18) along with estimated advance amount to be paid to the Referee lab.
 - b. The list & estimated advance amount will be communicated by CIMFR to respective challenging party/ parties up to 10th of following month (May 2018).
 - c. By 20th of the same month, Challenging party/parties will arrange the provisional advance amount to be paid to the Referee labs.
 - d. CIMFR, Seller and Purchaser shall complete the coding, and Challenging Party shall arrange transportation of the referee samples to designated referee labs. CIMFR will send the disputed samples for analysis to the referee laboratories by the end of same month. In case of constraints/ exceptional cases, CIMFR shall arrange transportation and amount will be reimbursed by the Seller/Purchaser, as the case may be, within a period of one month after raising of bills by CIMFR.
- viii. Apex Committee has *presently approved* following eleven (11) referee labs from the approved list of laboratories. In case of dispute, referee sample shall be sent to any one of the following laboratories by CSIR-CIMFR, on rotational basis considering the work load of referee lab.
- i. *Central Power Research Institute, Bangalore*
 - ii. *Indian Institute of Technology, BHU, Varanasi(#)*
 - iii. *CSIR-IMMT, Bhubaneswar*
 - iv. *National Test House, Kolkata (#)*
 - v. *CSIR- NML, Jamshedpur*
 - vi. *CSIR-IICT, Hyderabad*
 - vii. *MECL, Nagpur*
 - viii. *CSIR-NGRI, Hyderabad*
 - ix. *CSIR-NEIST, Jorhat*
 - x. *IIT, Kharagpur (*)*
 - xi. *Department of Geology, Institute of Science, BHU (*)*
- (*) *Not functional as on 27-10-2017*
(#) *Suspended as on 27.10.2017*
- ix. The referee samples will be coded and decoded at a centralized place in respective CSIR-CIMFR lab, in case lab is far off, it may be arranged in nearby coal subsidiary/power plant and same will be recorded in writing. All the concerned parties shall have the right to be present at the time of coding / decoding. The centralized place must be under CCTV surveillance. The methodology of coding and decoding will be as per **Annexure**. The samples will be carried to the designated lab by CSIR-CIMFR representatives from the place of coding. Other parties may witness transportation of referee samples. The intimation for witnessing, coding/decoding and transportation from coding point to referred Lab would be given in advance by CIMFR to both Coal companies & Power Utilities.
- x. The proposal for addition/deletion in the list of referee laboratories will be made by CIMFR based on the infrastructure available at Referee Laboratories and compliance of timeline for



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Referee analysis as per SOP. The same will be placed in Executive committee and Apex Committee for approval.

- xi. CSIR-CIMFR will make necessary arrangements for analysis of referee samples. Cost of transportation charges for referee samples, referee samples analysis charges, travel & stay etc of CSIR-CIMFR representative (as per CSIR-CIMFR admissibility) will be borne by the challenging party.
- xii. All the samples disputed by the Coal company as well as Power utility shall be transported for a particular monthly lot in one go and above charges shall be shared by coal companies and power utilities on pro rata basis on number of referee samples
- xiii. CSIR-CIMFR will advise the designated lab to send results of Referee analysis simultaneously to both seller and purchaser, respective Research Zones and HQ of CSIR-CIMFR within 15 days.
- xiv. The findings of the referee sample shall be binding on all the parties for commercial purposes, under FSA.



Annexure

Coding and decoding of Referee Samples

- i. Identification of referee challenged samples, its number and the name of the challenging party with site will be assessed.
- ii. Referee Samples will be opened and a new code in place of original identification will be assigned in presence of authorized representative of coal companies and power utility. Coal Company/Power Utility may witness the process, but no one including CIMFR will be allowed to note/ photography/videography as a proof, just to maintain the secrecy of the sample.

During the process of coding, only the seal of the Referee packets will be broken and it will be sealed by a new random code by CIMFR. This code will be noted by CIMFR only on a piece of paper, which will finally be sealed in an envelope and kept in a safe locker with the signature of all concerned parties (nobody will be allowed to note or to take photographs/videography of the total process). Now the coded sample will go to the designated laboratory for analysis purpose.

- iii. The representative of coal company and power utility present during coding/decoding must be authorized by their competent authority.
- iv. After getting the results of the sample from referee lab, CSIR-CIMFR will intimate the date and time of opening of sealed envelope and the same may be witnessed by Coal Company/Power Utility. CSIR-CIMFR will e-mail scanned copy of the contents of envelope to all the parties concerned.
- v. Finally, the results will be sent to all concerned by CSIR-CIMFR with the original details provided during collection of samples.

Note :

The above coding and de-coding modalities are interim until the double blinding system through NIC without any manual intervention is in place.

