

Guidance 090 Analytical Laboratory Management

6. Sample Handling, Testing, and Preparation of Testing Materials should be documented using a controlled documentation system.
7. Control of Laboratory Glassware should include the following:
 - Glassware used for measurements should have the accuracy suitable for its intended use and shall conform to requirements of applicable compendia;
 - A sufficient supply of glassware should be available for the number of tests to be performed;
 - Clean and dirty glassware should be segregated;
 - SOPs for cleaning glassware should be followed;
 - Used glassware (e.g., pipettes, volumetric flasks) from critical stages of sample And standard preparations for chemical testing should be retained to the extent possible until there is a determination as to whether a result is valid or invalid; and
 - Glassware used for sensitive (e.g., optical) measurements should be cleaned by a method that has been determined not to interfere with the test to be conducted.
8. Approval of Contract Analytical Testing Laboratories by the Site Quality Authority should include consideration of the following:
 - Historical performance of the contract laboratory, if available;
 - Results of audit(s), if performed; and
 - Use of the contract laboratory for routine or special testing (e.g., one time use).
9. When Contract Analytical Testing Laboratories are used for routine testing, there shall be provisions for the following:
 - Sample controls (e.g., date shipped, date received);
 - Sample retention requirements;
 - Investigation and reporting of OOS and questionable results;
 - Documentation and reporting procedures; and
 - Periodic audits.