



**US Environmental Protection Agency  
Office of Pesticide Programs**

**Office of Pesticide Programs  
Microbiology Laboratory  
Environmental Science Center, Ft. Meade, MD**

**Standard Operating Procedure for  
Establishment of Control Numbers and  
Tracking Laboratory Supplies**

**SOP Number: QC-09-04**

**Date Revised: 08-26-08**

EPA/OPP MICROBIOLOGY LABORATORY  
ESC, Ft. Meade, MD

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Initiated By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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Effective Date: \_\_\_/\_\_\_/\_\_\_

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1.0 SCOPE AND APPLICATION:

1.1 Tracking supplies from date of receipt is an essential quality control practice. This protocol describes the methods used to establish the control numbers for tracking chemicals, media, reagents and laboratory materials.

2.0 DEFINITIONS:

2.1 MSDS = Material Safety Data Sheets

2.2 OMLIMS = OPP Microbiology Laboratory Information Management System

3.0 HEALTH AND SAFETY:

3.1 Acid, bases and volatile chemicals should be handled according to the manufacturer=s instructions or information stated in the MSDS.

4.0 CAUTIONS: None

5.0 INTERFERENCES:

5.1 All chemicals, media and reagents must have an identified and legible control number in order to be used by the laboratory.

5.2 All attempts must be made to identify the control number of a chemical, media or reagent through vendor packing slips.

5.3 If a control number cannot be identified for a particular chemical, media or reagent, then the item is discarded.

6.0 PERSONNEL QUALIFICATIONS:

6.1 Personnel are required to be knowledgeable about and to comply with the laboratory=s record keeping procedures. Documentation of training and familiarization with these requirements can be found in the training file for each employee.

7.0 SPECIAL APPARATUS AND MATERIALS:

7.1 All chemicals, media or reagents will be handled, used and stored according to the manufacturer=s recommendations or information provided in the MSDS form.

7.2 The OMLIMS is written in Microsoft Access with the data and system stored on the G: drive (G:\Data\Shared\MLB\Omlims) at the Environmental Science Center, Fort Meade, MD. The data is backed up weekly on a thumb drive kept locked in room D221.

8.0 INSTRUMENT OR METHOD CALIBRATION: Not applicable

9.0 SAMPLE HANDLING AND STORAGE:

9.1 Acids, bases, flammable or volatile chemicals or reagents will be handled and stored in the appropriate cabinet or refrigerator according to the manufacturer's recommendation or as noted in the MSDS.

10.0 PROCEDURE AND ANALYSIS:

10.1 All chemicals, media, prepared or purchased reagents, test kits, organisms, and pre-sterilized laboratory supplies will be logged into the OMLIMS upon receipt and assigned a control number. The OMLIMS is used to track supplies and contain important information such as vendor, catalog number, lot number, control number, expiration date, sterility requirements, storage conditions and supply status (Full, In Use, Discarded, Expired or Sent Out) (see 16.1). The items are marked with a label containing the control number. The date the item was opened will be indicated on all chemicals, media or purchased reagents. This information should be clearly legible on the labeled container.

10.2 The control number consists of four parts: 1) the first digit identifies the item as a general lab supply purchased with OPP funds, R, or as an item purchased using National Homeland Security Research Center (NHSRC) funds, H; 2) the next six digits represent the date the item was received: MMDDYY where MM=month, DD= day, and YY=the last two digits of the calendar year; 2) the next seven digits represent the expiration date of the item: EMMDDYY where E=expiration, MM=month, DD=day, and YY=the last two digits of the calendar year; and 3) the suffix where the digits after the dash act as a counter for the number of items received on the same date purchased with similar funds. For example, if the first item received and logged in on 06-26-08 was purchased with OPP funds and has an expiration date of 12-2008 (no day given so last day of the month is used), it would have the control number R062608E123108-01. Additional items received on the same day and also purchased with OPP funds would be assigned a control number with a consecutively-increasing suffix (e.g., -02, -03, etc.). If multiple items of the same item are received on the same day, an upper case alphabetical character is added to the suffix to differentiate the items: i.e., if the first item received on 06-26-08 consisted of three identical containers of dehydrated media

X, same lot and expiration number, the control numbers assigned would be R062608E123108-01A, R062608E123108-01B, and R062608E123108-01C. If an item does not have an expiration date, an expiration date should be assigned which should not be greater than 10 years from the date the item was received.

11.0 DATA ANALYSIS/CALCULATIONS: None

12.0 DATA MANAGEMENT/RECORDS MANAGEMENT:

12.1 Data will be recorded promptly in the OMLIMS. Monthly reports (see 16.2) are printed and archived in notebooks kept in secured file cabinets in the file room D217. Only authorized personnel have access to the secured files. Archived data is subject to OPP=s official retention schedule contained in SOP ADM-03, Records and Archives.

13.0 QUALITY CONTROL:

13.1. For quality control purposes, the required information is documented in the OMLIMS (see 16.1).

13.2 A report is run weekly which identifies supplies by control numbers that have expired so that they will be discarded (see 16.3).

13.3 A second report is run weekly which identifies supplies by control number that will expire in the next 30 days in order to help identify supply items that may have to be ordered to keep the supply item in stock when existing stock expires (see 16.4).

14.0 NONCONFORMANCE AND CORRECTIVE ACTION:

14.1 If a chemical, media or reagent is discovered to have no control number, an attempt should be made using vendor Apacking slips@ and other information to identify the date the item was received. If a date received is established, assign a control number to it using this information; the appropriate suffix to be assigned is based on the sequence for that date.

14.2 If the exact date received cannot be established, but the month and year is known, use this information to establish a control number for the item using the last day of the month as the expiration date (e.g., R062608E123108-04).

14.3 If no date received information is available, the item may be used if it is labeled with an expiration date. In this case, a control number is assigned using the

current date (e.g., R062608E103108-04), a page explaining the occurrence is placed in packing slip log and the item may be used until the expiration date.

14.4 If no date received or expiration date can be determined, the item is discarded.

15.0 REFERENCES: None

16.0 FORMS AND DATA SHEETS:

16.1 Supply Data (OMLIMS)

16.2 Laboratory Supplies Received Report

16.3 Laboratory Supplies Which Expired On or Before a Particular Date

16.4 Laboratory Supplies Which Will Expire Within 30 Days of a Particular Date

16.1 Supply Data (OMLIMS)

The screenshot shows the OMLIMS Supplies application window. The main window title is "Supplies" and the current supply is "Acetamide Agar Slants". The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help), a toolbar, and a text area for the supply name. Below the supply name, there are fields for Sterility (unchecked), Storage (RF), Order More Amt. (0), Unit of Measure (box(es)), and Supply Id (805). A set of navigation buttons (Add Supply, Delete Supply, Save Supply, Exit) is located below these fields.

The "Stock" section contains a table with the following columns: Rec. Date, Exp. Date, R/H-##, Control No., Vendor, Catalog No., Lot No., Amt. Storage, Status, Chim, and Room. The table lists four records for Acetamide Agar Slants, all from VWR Scientific Products, with various control numbers and lot numbers. A fifth record is marked with an asterisk and has a blank control number.

Rec. Date	Exp. Date	R/H-##	Control No.	Vendor	Catalog No.	Lot No.	Amt. Storage	Status	Chim	Room
1/30/2006	9/1/2006	R 02	R013006E090106-02	VWR Scientific Products	221828	5244105	1 RF	Full	0	B201
2/3/2006	9/1/2006	R 01A	R020306E090106-01A	VWR Scientific Products	90001-548	5244105	1 RF	Full	0	B201
2/3/2006	9/1/2006	R 01B	R020306E090106-01B	VWR Scientific Products	90001-548	5244105	1 RF	Full	0	B201
2/3/2006	9/1/2006	R 01C	R020306E090106-01C	VWR Scientific Products	90001-548	5244105	1 RF	Full	0	B201
* 3/15/2006	3/14/2016	R 00Z								

At the bottom of the stock table, there are navigation buttons (Add Stock, Delete Stock, Duplicate Stock, Save Stock) and record navigation controls. The record navigation shows "Record: 1 of 4" and "Record: 1 of 350". The Windows taskbar at the bottom shows the Start button and several open applications, including "Welcome - Lotu...", "[13] 04:08 - CD...", "Addendum A-2...", "Omlims : Datab...", "Supplies Switch...", and "Supplies". The system clock shows 11:57 AM.

16.2 Laboratory Supplies Received Report

OPP Microbiology Laboratory Supplies Received

Control No.	Supply	Vendor Name	Catalog No.	Lot No.	Room	Storage	Chim
R080108E 022809-01A	GasPak EZ Anaerobe Pouch	WWR Scientific Products	90003-648	8157265	B204	RF	0
R080108E 022809-01B	GasPak EZ Anaerobe Pouch	WWR Scientific Products	90003-648	8157265	B204	RF	0
R080108E 060609-02	API 20A Test Kit	bioMerieux, Inc.	20300	822874901	B204	RF	0
R080108E 102808-03	McFarland Standard	bioMerieux, Inc.	70900	823298901	B204	RF	0
R080408E 010912-01	Dextrose	Fisher Scientific	DF0155-17-4	8045188	B206	RT	10549
R080508E 063009-01A	Hyclone Basal Medium Eagle	Fisher Scientific	SH3015701	ATF32337	B201	RF	0
R080508E 063009-01B	Hyclone Basal Medium Eagle	Fisher Scientific	SH3015701	ATF32337	B201	RF	0
R080508E 063009-01C	Hyclone Basal Medium Eagle	Fisher Scientific	SH3015701	ATF32337	B201	RF	0
R080508E 063009-01D	Hyclone Basal Medium Eagle	Fisher Scientific	SH3015701	ATF32337	B201	RF	0
R080508E 063009-01E	Hyclone Basal Medium Eagle	Fisher Scientific	SH3015701	ATF32337	B201	RF	0
R080508E 063009-01F	Hyclone Basal Medium Eagle	Fisher Scientific	SH3015701	ATF32337	B201	RF	0
R080508E 053113-02	UniVer 3 Hardness Reagent, Powder Pillows	Hach Company	96299	N/A	B209	RT	0
R080708E 080713-01A	Bulin Maxima RTU	Eagle Maintenance Supply	25414	ME 351	ACB	RT	0
R080708E 080713-01B	Bulin Maxima RTU	Eagle Maintenance Supply	25414	ME 351	ACB	RT	0
R080708E 080713-01C	Bulin Maxima RTU	Eagle Maintenance Supply	25414	ME 351	ACB	RT	0
R080708E 080713-01D	Bulin Maxima RTU	Eagle Maintenance Supply	25414	ME 351	ACB	RT	0
R080808E 012609-01A	Middlebrook ADC Enrichment	WWR Scientific Products	9000-616	8155315	B206	RF	0
R080808E 012609-01B	Middlebrook ADC Enrichment	WWR Scientific Products	9000-616	8155315	B206	RF	0
R080808E 012609-01C	Middlebrook ADC Enrichment	WWR Scientific Products	9000-616	8155315	B206	RF	0

16.3 Laboratory Supplies Which Expired On or Before a Particular Date

OPP Microbiology Laboratory Supplies Which Have Expired

Control No.	Supply	Vendor Name	Catalog No.	Lot No.	Room	Storage	Chim
R022608E082608-01	Lysol Disinfectant - All Purpose Cleaner	Giant Food	NA	NA	B202	RT	0

16.4 Laboratory Supplies Which Will Expire Within 30 Days of a Particular Date

OPP Microbiology Laboratory Supplies Which Will Expire Within 30 Days

Control No.	Supply	Vendor Name	Catalog No.	Lot No.	Room	Storage	Chim
R022808E 082808-02	Bleach, Ultra	WWR Scientific Products	37001-060	NA	B202	RT	10460
H060104E 083108-06A	Gloves, Sterile Latex Size 7	Fisher Scientific	19-020-552D	3487	D204	RT	0
H060104E 083108-06B	Gloves, Sterile Latex Size 7	Fisher Scientific	19-020-552D	3487	D204	RT	0
R011604E 083108-02	Tryptone, Bacto	WWR Scientific Products	DF-0123-17	3317387	B206	RT	4157
R120806E 083108-02B	Staphylococcus aureus	ATCC	6538	2971969	B205	RF	0
R111907E 083108-02A	Sporklenz Ready to Use Disinfectant	Steris Corporation	6525M2	194367	D204	RT	10408
R111907E 083108-02B	Sporklenz Ready to Use Disinfectant	Steris Corporation	6525M2	194367	D204	RT	10409
R111907E 083108-02C	Sporklenz Ready to Use Disinfectant	Steris Corporation	6525M2	194367	D204	RT	10410
R111907E 083108-02D	Sporklenz Ready to Use Disinfectant	Steris Corporation	6525M2	194367	D204	RT	10411
R032508E 083108-04	Hach - Sodium Thiosulfate 2N Cartridge	Hach Company	1440101	8058	B205	RT	0
H030405E 090808-02	Mineral Oil	bioMerieux, Inc.	70100	790374401	B204	RT	0