

**FLIN SOP-08 Purchasing, receiving and storage of
reagents and supplies**

Approved by Director: Dr. Guy Vallaro

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Title: Purchasing, receiving and storage of reagents and supplies

A. Purpose: To describe procedures for the purchase, receipt and storage of reagents and supplies for the instruments in the instrumentation section.

B. Responsibility: Section analyst or designee

C. Procedure:

1. All reagents and supplies shall be purchased through ISO/ASCLD or Lab approved vendors. See SOP GL 6.
2. All chemicals/standards shall be tested for identity and purity before use. If there is a discrepancy in the test results, the item shall be quarantined until the problem is resolved. All QC data shall be maintained in the section QC file.
3. All non-chemical supplies receive a visual check before usage.
4. All containers shall be marked with the analyst's initials and date of opening.
5. All containers shall be stored according to the mfg's recommendation.

D. Documentation: SOP GL 6