

**CH SOP-12- Purchasing, Receiving and Storage of
Reagents and Supplies**

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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.
- B. **Responsibility:** Section analyst or designee
- C. **Procedure:**
1. All reagents and supplies shall be purchased through ISO/ASCLD approved vendors. See SOP GL 6.
 2. All chemicals 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