

**CH SOP-12- 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.
- B. **Responsibility:** Section analyst or designee
- C. **Procedure:**
1. All reagents and supplies shall be purchased through appropriately approved vendors. See SOP GL 6.
  2. All chemicals shall be validated before use. See CH SOP-06-2. 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 log book.
  3. All non-chemical supplies receive a visual check before usage.
  4. All containers shall be marked with the analyst's initials, date of receipt, and date of opening.
  5. All containers shall be stored according to the mfg's recommendation.
- D. **Documentation:** SOP GL 6