

*Approved by Director: Dr. Guy Vallaro***A. PURPOSE:**

To procure such items and services as needed by the Division of Scientific Services Laboratories to meet and support the normal operating requirements of the laboratory system.

B. RESPONSIBILITY:

Individual section personnel initiate the purchase process for items required in their section, under the overall guidance of the section supervisory personnel. The administrative staff performs processing of purchasing paperwork. It is the responsibility of the individual sections to assure that the purchasing coordinator is provided with the correct information for the specific item needed.

The Quality Section is responsible to ensure that both the scientific sections and the appropriate administrative personnel have a list of approved vendors from which the purchase of critical items can be made.

Deputy Directors are responsible to assure that purchasing paperwork is correctly completed and forwarded to the appropriate channels.

All employees: Are responsible to utilize the proper channels to request needed materials and to use approved vendors for the purchase of all critical items. Additionally they are responsible to properly document the receipt of supplies received.

Any employee involved in the purchasing of critical materials (instruments, reagents, other) uses an approved vendor or takes action to obtain approval for a needed vendor.

C. DEFINITIONS:

Purchasing Coordinator: anyone (however titled) assigned to the task of preparing SP-33 documents for purchasing and to the task of tracking the orders. This is usually an office assistant, secretary or administrative assistant.

Critical items: any item that will affect the quality of testing performed.

Approved vendors: vendors of supplies or services whom are either:

ISO certified or

Have completed a laboratory survey to demonstrate their ability to provide products or services that meet the requirements of the laboratory.

Service: this can be a repair of an instrument or a verification/validation of equipment such as balances or hoods that will demonstrate that they are in proper working condition.

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1. In general; an individual will identify the need to purchase an item or service, and will communicate this to the section Supervisor or their designee.
 - a. Items for Purchase:
 - i. A list will be created of the needed items, with exact specifications for the items that are deemed critical, the quantities requested, and the approved vendor from which the purchase should be made. This list is provided to the purchasing coordinator. Top Management based on the urgency of the request, **availability of funding**, and the cost of the needed item will determine the specific purchasing protocol. The order may then be placed either by the purchasing coordinator or the section designee.
 - b. Services for Purchase:
 - i. When the need for service is identified the section Supervisor or a member of the Quality Section will inform management of the need and then contact the approved vendor and arrange for the service. Arrangement for payment will be made as in section 3 below.
2. Approved Vendors:
 - a. Administration will maintain a list of approved vendors. Vendors on this list can be used for the purchase of critical items and services. If a product or service is required that is not provided by a vendor on the list, the individual requesting the item must work with the administrative staff (designee) to gain such approval prior to purchasing the item.
 - b. Vendors are considered automatically approved if they are ISO 17025 accredited and the scope of their accreditation meets the needs of the laboratory (i.e. a vendor that is accredited to calibrate DOT road scales may not be accredited to calibrate analytical scales).
 - i. If a vendor is not on the approved vendor list it must first be determined if they can supply the item or service needed to the specifications needed. The vendor will be supplied with a questionnaire (See **forms** GL-6:1 **and** GL-6:2) and upon satisfactory review of the completed questionnaire the vendor can be added to the approved vendor list by any Deputy Director, the Assistant Quality manager, Quality Manager or Director.
 - ii. Administration maintains a list of vendors who have been approved either by being ISO 17025 or having equivalent certification or by use of the in-house questionnaire. Documentation of approval is maintained with the approved vendor list.
3. Purchasing Methods:
 - a. In general, supplies can be obtained through purchase orders, blanket purchase orders, use of a purchasing card (state credit card) or through the DESPP quartermaster.

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- i. **Purchase orders:** obtained by submitting an SP-33 (state form) for approval through administration, to headquarters for approval from the Purchasing Department.
 - ii. **Blanket Purchase orders:** obtained as above. These are PO's set up for vendors that may be used repeatedly throughout the year. These PO's set aside funds that are anticipated to be used with the vendor throughout the fiscal year.
 - iii. **Purchasing Cards:** specific employees have purchasing cards assigned to them. When an item is needed, usually on an emergency basis, the purchasing card can be used to facilitate the purchase. Specific guidelines are set forth by the State of Connecticut for the use of these cards. The DESPP Purchasing Department is responsible to explain the proper use of the card. It is the responsibility of the cardholder to comply with those regulations.
 - iv. **Quartermaster:** office supplies and specific other items can be obtained through the quartermaster. Such items include general office supplies, note pads, pens, printer cartridges, First aid equipment such as bandages, and miscellaneous supplies such as cleaning material may be similarly obtained. A list of available items is available through Administration. Generally, an order will be placed monthly through laboratory Administration.
- b. Purchasing Critical Items:
- i. Section designees will give lists of needed materials to the section Supervisor or their designee. The section designee will maintain a copy of the list for their records until the required items are received. The list will include (for critical items), the vendor name, item name/description, catalogue number, quantity and price (if available).
 - ii. The section Supervisor or Deputy Director or other designee will review the request and approve/deny the purchase and determine the proper method of purchasing (PO, P-Card, or Quartermaster).
 - iii. Once approved and the payment method determined the order is given to the purchasing coordinator to complete the order.
 - (a) If a PO is required an SP-33 will be completed by the purchasing coordinator and forwarded to headquarters purchasing for a PO number.
 - (b) If a P-card or blanket PO is used, the purchase agent can call/fax or otherwise contact the company to complete the purchase.
 - (c) If the item is obtainable through the Quartermaster a request form is completed by the purchasing coordinator and sent to the Quartermaster.

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- c. When the laboratory receives the items it is the responsibility of the section designee to assure that the items received are of the quality requested. (Example: if a grade A pipette is ordered assure that what is received is a grade A pipette.)
 - i. To indicate that the item is as ordered, an appropriate notation is made next to the item designation on the packing slip, and the packing slip is signed and dated to indicate items received. The appropriate notation can be a check mark next to the item or other similar mark or notation.
 - ii. Return the checked, signed and dated packing slip to the purchasing coordinator for filing.
 - iii. All chemicals/reagents should be marked with the date received.
 - iv. Items which exceed specific dollar amounts (\$200.00) or have a reusable capability (e.g. camera, computer) will be identified with a State of Connecticut Department of Emergency Services and Public Protection bar code label. An inventory of all tracked items takes place in conjunction with the asset control section of DESPP, as designated by the Department.
 - (a) Items, which do not exceed the above amount but that, are used to obtain case results will be uniquely identified based on the individual sections identification system. This may include items such as repeat pipettes.
- d. When critical items have been verified as acceptable they must be stored in a manner as to not negatively affect their suitability for use.
 - i. Individual sections may require specific testing to prove suitability of the purchased items prior to use; this is detailed in section specific SOPs.
- e. Purchasing Services:
 - i. When the need for service is identified (whether it is an annual check of a specific item or due to the need for a repair) the section Supervisor or Quality Section member will contact management to inform them of the need and to determine the proper payment method.
 - ii. The section Supervisor, Deputy Director, Quality Section member or their designee will contact the approved vendor and arrange for the service.
 - iii. Once the service is performed the Supervisor, Quality Section member or designee will obtain a receipt for the service performed.
 - (a) For instrument repair - the person requesting the repair will document the repair in the instrument maintenance log for the instrument. The invoice, repair order or other such document provided by the vendor will be signed and dated to indicate the

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service was performed and then given to the purchasing coordinator, the laboratory section may maintain a copy for the section records.

- (b) For annual maintenance (hoods, balances, masses, pipettes) the person requesting the service, generally this will be a member of the Quality section, will document the validation/verification for the item(s). The signed and dated invoice, repair order or other such document provided by the vendor will be forwarded to the purchasing coordinator. A copy may be maintained within the section(s) as documentation of the service. Note when possible, services for annual validations/verifications will be grouped together for efficiency, therefore multiple copies of the service record may be maintained within multiple laboratories.
- (i) Individual sections may require specific performance evaluations to be performed to determine if the work performed was suitable for the needs of the work of the section, this is detailed in section specific SOPS.

4. Purchasing Non-Critical Items:

- a. This is done in the same manner as critical items however; the section designee is not required to verify what is received; this can be performed by the purchasing coordinator or by the person the supply was purchased for.
5. Upon receipt of the supplies or materials, all packing slips, annotated as described above, will be forwarded to administration purchasing coordinator. If needed the section that purchased the item may keep a copy of the packing slip for their records. The purchasing coordinator will maintain a file of the packing slips for a minimum period of five years.