



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 of Laboratory Supplies**

SOP Number: QC-09-06

Date Revised: 08-09-13

SOP Number	QC-09-06
Title	Establishment of Control Numbers and Tracking of Laboratory Supplies
Scope	This protocol describes the methods used to establish the control numbers for tracking chemicals, media, reagents and laboratory materials.
Application	Tracking supplies from date of receipt is an essential quality control practice.

	Approval	Date
SOP Developer:	_____	
	Print Name: _____	
SOP Reviewer	_____	
	Print Name: _____	
Quality Assurance Unit	_____	
	Print Name: _____	
Branch Chief	_____	
	Print Name: _____	

Date SOP issued:	
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1. Definitions	<ol style="list-style-type: none"> 1. OMLIMS = OPP Microbiology Laboratory Information Management System 2. Chemicals = Includes materials such as acids, bases, alcohols, disinfectants, stains, and media components (e.g., sodium chloride, Tween 80, etc.). 3. Media = Includes powder (e.g., Lethen Broth), solid (e.g., Trypticase Soy Agar plates; purchased already prepared), and liquid media (e.g., Minimum Essential Medium; purchased already prepared) used for the growth of microorganisms and cell cultures. 4. Reagents = Includes materials such as buffer and saline solutions. 5. Laboratory materials = Includes organisms, test kits, and pre-sterilized supplies that have expiration dates (e.g., pipettes, tips, filter units). Pre-sterilized items that do not have expiration dates are not tracked in OMLIMS.
2. Health and Safety	<ol style="list-style-type: none"> 1. Chemicals, media, reagents, and laboratory materials are handled according to the manufacturer's instructions or information stated in the Safety Data Sheets (SDS).
3. Personnel Qualifications and Training	<ol style="list-style-type: none"> 1. Refer to SOP ADM-04, OPP Microbiology Laboratory Training.
4. Instrument Calibration	<p>Not Applicable</p>
5. Sample Handling and Storage	<ol style="list-style-type: none"> 1. Chemicals, media, reagents, and laboratory materials are handled and stored in the appropriate cabinet or refrigerator according to the manufacturer's recommendation or as noted in the SDS.
6. Quality Control	<ol style="list-style-type: none"> 1. For quality control purposes, enter supply receipt information (e.g., received date, expiration date, vendor, catalog number, lot number, status, room number, etc.) into OMLIMS (see 14.1).
7. Interferences	<ol style="list-style-type: none"> 1. Chemicals, media, reagents, and laboratory materials (see section 1.5) must have a control number in order to be used by the laboratory. 2. If an item is found in the laboratory which does not have a control number, and the control number cannot be created by determining the date of receipt (see section 12.3), then discard the item.
8. Non-conforming	<ol style="list-style-type: none"> 1. In the event that a control number was incorrectly assigned or entered incorrectly into OMLIMS, the analyst should correct the control number

Data	on the item and in the database immediately as per section 12.4.a.
9. Data Management	1. Data will be archived consistent with SOP ADM-03, Records and Archives.
10. Cautions	1. To maintain consistency and accuracy in the OMLIMS database, it is preferable to limit access to one or two staff members.
11. Special Apparatus and Materials	1. 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.
12. Procedure and Analysis	Chemicals, media, reagents, and laboratory materials (see section 1.5) are logged into the OMLIMS upon receipt and assigned a control number.
12.1 Purpose of OMLIMS	a. 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 categories (i.e., Full, In Use, Discarded, Expired or Sent Out) (see 14.1).
12.2 Control Number Assignment	<p>a. The control number consists of four parts: 1) The first digit identifies items as purchased with OPP funds (R) or items purchased with funds from other organizations (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; 3) 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 4) the suffix where the digits after the dash act as a counter for the number of items received on the same date.</p> <p>b. For example, if the first item received and logged in on 10-31-13 has a manufacturer-assigned expiration date of 12-2016 (no day given so last day of the month is used), assign the control number R103113E123116-01.</p> <p>c. For additional items received on the same day, assign a control number with a consecutively-increasing suffix (e.g., -02, -03, etc.).</p> <p>d. If multiple quantities of the same item are received on the same day, add an alphabetical character to the suffix to differentiate the items.</p> <p>i. For example, if the first item received on 10-31-13 consisted of three identical containers of dehydrated media X, same lot and expiration date of 12/31/16, the control numbers assigned</p>

	<p>would be R103113E123116-01A, R103113E123116-01B, and R103113E123116-01C.</p> <p>ii. The second items received on 10-31-13, consisting of two identical (i.e., same lot and expiration date of 05/31/14) containers of an alcohol, would be assigned the control numbers R103113E053114-02A and R103113E053114-02B.</p> <p>e. If an item does not have a manufacturer-assigned expiration date, assign an expiration date that is not greater than 5 years from the date the item was received.</p> <p>f. Record the control number directly on the item or its packaging, or record it on a label and affix it to the item.</p>
<p>12.3 Items Found in Laboratory with No Control Number</p>	<p>a. If a chemical, media, reagent or laboratory material is discovered to have no control number, an attempt should be made to assign one.</p> <p>b. Begin by searching vendor packing slips, purchase records, or other information to identify the date the item was received.</p> <p>c. If a date received is established, assign a control number to the item using this information. Determine the expiration date and suffix components of the control number as per section 12.2.</p> <p>d. If no date received information is available, the item may be used if it is labeled with a manufacturer-assigned expiration date (e.g., 12/31/16). In this case, a control number is assigned using the current date (e.g., R103113E123116-04). Make a note of the control number assignment and place it in the notebook containing the current packing slips. The item may be used until the expiration date.</p> <p>e. If no date received or expiration date can be determined, the item is discarded.</p>
<p>12.4 Changes to Control Numbers</p>	<p>a. In the event that a control number was incorrectly assigned or entered incorrectly into OMLIMS, analyst(s) with OMLIMS access should correct the control number on the item and in the database immediately upon discovery of the error.</p> <p>b. Items for which there is no manufacturer-assigned expiration date (see section 12.2.e) may be evaluated once the laboratory-assigned expiration date is reached. If the laboratory determines that the</p>

	<p>quality of the item is not compromised (e.g., not damaged, no precipitate or color change evident, etc.) and further use of the item is anticipated, analysts may change the control number to assign a new expiration date, as long as the newly assigned expiration date is not greater than five years after the date that the item was received. Change the control number on both the item and in OMLIMS.</p> <p>c. When changing control numbers recorded on items, strike through the portion of the old number which has changed and write the new set of numbers above it. Write the analyst's initials next to the new set of numbers to document the originator of the change to the control number.</p>
<p>12.5 Monthly OMLIMS Reports</p>	<p>a. Reports containing information on items received, expired, and soon-to-be expiring (see sections 14.2 through 14.4) can be generated from the OMLIMS database. The analyst in charge of entering information into OMLIMS will generate all necessary reports.</p> <p>b. Generate a report at the end of each month to identify all items received during the month (see 14.2).</p> <p>c. Generate a report at the end of each month to identify supplies by control numbers that have expired so that they will be discarded (see 14.3).</p> <p>d. Generate a report monthly to identify supplies by control number that will expire in the next 30 days. This report assists the laboratory in identifying supply items that may have to be ordered to keep the supply item in stock when existing stock expires (see 14.4).</p>
<p>13. Data Analysis/ Calculations</p>	<p>None</p>
<p>14. Forms and Data Sheets</p>	<p>Excerpts from OMLIMS:</p> <ol style="list-style-type: none"> 1. Supply Data (OMLIMS) 2. Laboratory Supplies Received Report 3. Laboratory Supplies Which Expired On or Before a Particular Date 4. Laboratory Supplies Which Will Expire Within 30 Days of a Particular Date

15. References	None
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16.1 Supply Data (OMLIMS)

Supplies

Supply:

Sterility: Storage: Order More Amt.: Unit of Measure: Supply Id:

Stock

Rec. Date	Exp. Date	R/H-##	Control No.	Vendor	Catalog No.	Lot No.	Amt.	Storage	Status	Chim	Room
3/8/1999	3/8/2009	R 07	R030899E030809-07	Sigma-Aldrich	A-6899	28H3445	1	RT	Empty	602	B203
5/3/1999	5/3/2009	R 02	R050399E050309-02	Fisher Scientific	NA	669-212	1	RT	Discarded	0	B203
5/19/1999	5/19/2009	R 04A	R051999E051909-04A	Sigma-Aldrich	22,122-8	09728LS	1	RT	Discarded	8189	B203
5/19/1999	5/19/2009	R 04B	R051999E051909-04B	Sigma-Aldrich	22,122-8	09728LS	1	RT	Discarded	8190	B203
3/9/2009	3/9/2019	R 07A	R030909E030919-07A	Sigma-Aldrich	221228	02621LH	1	RT	Full	11234	B203
3/9/2009	3/9/2019	R 07B	R030909E030919-07B	Sigma-Aldrich	221228	02621LH	1	RT	Full	11235	B203
* 7/10/2013	7/11/2023	R 00Z									

Record: 1 of 6 No Filter Search

Record: 27 of 618 No Filter Search

16.2 Laboratory Supplies Received Report

OPP Microbiology Laboratory Supplies Received

Control No.	Supply	Vendor Name	Catalog No.	Lot No.	Room	Storage	Chlm
R060713E063016-01	<i>Pseudomonas aeruginosa</i>	ATCC	15442	59134821	B204	RF	M
R060713E013115-02	<i>Staphylococcus aureus</i>	ATCC	6538	58834359	B204	RF	M
R061213E033114-01	PCS Pipette Calibration Kit	Aitel	PCS-600	32842	B202	RT	K
R061213E033114-02	PCS Bulk Kit	Aitel	PCS-211	39557	B202	RT	K
R061313E090513-01	Brah Heart Infusion Agar	Anaerobe Systems	AS-6463	15616463	B201	RT	C
R061713E043017-01A	Synthetic Broth, Himedia	Fisher Scientific	M334-600G	0000169162	B206	RT	0
R061713E043017-01B	Synthetic Broth, Himedia	Fisher Scientific	M334-600G	0000169162	B206	RT	0
R062113E022815-01	Trypsin 0.25%	Fisher Scientific	SV30031.01	J130011	B201	FR	0
R062413E053115-01	Hydrochloric Acid, 2.5N	Fisher Scientific	3715-32	2305A91	B209	RT	14054

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	Chlm
R060707E070713-01	1,4-Diazabicyclo(2.2.2)octane	Sigma-Aldrich	D2522-25G	037K0256	B202	RF	9401

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	Chlm
R071013E011713-01	Trypan Blue Stain Solution	Fisher Scientific	ICN1691049	U1034	B201	RT	14055
R050813E071713-01	Brain Heart Infusion Agar	Anaerobe Systems	AS-6463	10716463	B201	RT	C
R051613E071713-05A	TSA with 5% Sheep Blood - Plates	Fisher Scientific	221239	3088155	B204	RF	0
R051613E071713-05B	TSA with 5% Sheep Blood - Plates	Fisher Scientific	221239	3088155	B204	RF	0
R072208E072213-01	Bacillus subtilis ATCC 19659 Spores in Soil Extract Nutri	Presque Isle Cultures	35-6	NA	B204	RF	M
R072401E072413-01	Alcojet Detergent	Fisher Scientific	0432225C	J1G1B	B206	RT	11325
R072407E072413-03A	Lysol Disinfectant Concentrate	VWR Scientific Products	14227-215	MA6345A	B202	RT	9410
R072407E072413-03D	Lysol Disinfectant Concentrate	VWR Scientific Products	14227-215	MA6345A	B206	RT	9468
R120412E073113-01	TB Quick Stain Kit - Carbol Fuchsin	Fisher Scientific	212518	2160077	B207	RT	0
R012513E073113-02	Staphaurex Plus	Fisher Scientific	R30950102	1143516	B204	RF	0
R053113E073113-03	XLD Agar	Fisher Scientific	221192	3094839	B204	RF	0
R020513E080513-01B	Bleach, Ultra (67619-8)	Fisher Scientific	02490	E62312 MD2213	D204	RT	14026
R020513E080513-01C	Bleach, Ultra (67619-8)	Fisher Scientific	02490	E62312 MD2213	D204	RT	14027
R020513E080513-01D	Bleach, Ultra (67619-8)	Fisher Scientific	02490	E62312 MD2213	D204	RT	14028
R020513E080513-01E	Bleach, Ultra (67619-8)	Fisher Scientific	02490	E62312 MD2213	D204	RT	14029
R020513E080513-01F	Bleach, Ultra (67619-8)	Fisher Scientific	02490	E62312 MD2213	D204	RT	14030