

## **CONTROL OF RECORDS**

RECORDS are a subset of documents, usually data recordings that include annotations, such as daily refrigerator temperatures posted to a laboratory form, lists, spreadsheets, or analyst notes on a chromatogram. Records may be on any form of media, including electronic and hard copy. Records allow for the historical reconstruction of laboratory activities related to sample handling and analysis.

### **POLICY**

The laboratory maintains a record system appropriate to its needs, records all laboratory activities, and complies with applicable standards or regulations as required.

### **PROCEDURE**

The laboratory retains all original observations, calculations and derived data, calibration records, and a copy of the test report for a minimum of five years or longer if requested specifically by the client or regulatory body.

All sample records retained are organized by Year and Client name. Current records are stored in metal cabinets that are secured during non-business hours. Each individual "record set" will include copies and/or originals including original COC, sample receipt checklist, copies of final report[s], invoices, as well as any and all communication with the client. Communication may be verbal [documented on COC], electronic mail, fax, handwritten, etc. All records contain the initials of the personnel involved.

Records from the previous year are retained in a similar fashion in the back-office in secured filing cabinets. Records older than 2 years are stored in a records storage room and secured with a lock at all times. Entry and removal of records is only permitted to authorized laboratory staff. Older records are sent to a third party storage facility located within city limits. All records sent to the storage facility are logged in using pre-printed UPC barcode labels marked on each storage box and logged into a logbook for cross referencing purpose. When older records are requested, the office administrator contacts the storage facility staff and the required box is retrieved and brought to the laboratory. Once the need is fulfilled the record box is sent back to the storage facility in the same fashion as they are retrieved. All retrieval information is documented by signing a form [work order] provided by the storage facility staff.