
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: USP Chemical Inventory Control	Number: L12-PR-100-011	
	Owner: Stephen Ballew	Revision: 0	
	Effective Date: 08/24/12	Page: 1 of 2	

1.0 Purpose

- 1.1 The purpose of this document is to describe in detail the procedure for inventory control of standards and reagents used in the USP testing of magnesium sulfate heptahydrate.

2.0 Scope

- 2.1 The scope of this document includes inventory logging, expiration date assignment, and periodic inventory verification.

3.0 Responsibility

- 3.1 Quality Associate is responsible for this procedure.

4.0 Safety Considerations



- 4.1 Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- 5.1 N/A

6.0 Procedure

- 6.1 Each new standard or reagent will be opened and inspected for obvious contamination or degradation. If the standard or reagent is not acceptable, the company from which it was ordered will be contacted for a replacement.
- 6.2 The date received and the date opened will be written on each certificate of analysis (COA).
- 6.3 Newly accepted standards and reagents will have their associated certificates of analysis placed into the USP COA notebook. Any certificates of analysis associated with standards and reagents no longer in use will be discarded.
- 6.4 An expiration date will be assigned to each standard or reagent. For those that do not contain ammonia the expiration date will be one year from the date opened. All ammonia containing reagents will expire six months from the date opened. Selenium shot will expire two years from the date opened. The expiration date will also be written on each certificate of analysis along with the initials of the quality associate who assigned the expiration date.

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6.5 A sticker will be place on each container with the received date, date opened, expiration date, and quality associate initials.

6.6 The received date, date opened, and expiration date will also be entered into the *USP Master Chemicals List* L12-PR-100-F011 which will kept at the front of the USP COA notebook.

6.7 Every USP lot change the *USP Master Chemicals List* L12-PR-100-F011 will be examined to see if any standard or reagent is near expiration. All standards and reagents going out of date by the next USP lot change will be reordered.

7.0 Reference Documents

7.1 *USP Master Chemicals List* L12-PR-100-F011

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
0	08/24/12	SB	New Document