
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: USP Chemical Inventory Control	Number: L12-PR-100-011	
	Owner: Brent Lance	Revision: 03	
	Effective Date: 07/12/18	Page: 1 of 2	

1.0 Purpose

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

This procedure applies to all standards and reagents used for USP testing. All Inventory Control is performed in the Quality Assurance laboratory.

3.0 Responsibility

QA Lab personnel are responsible for performing this procedure.

4.0 Safety Considerations

Safety Glasses, Chemical Resistant Gloves, and Lab Coat should be worn.

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

Certificate of Analysis (COA)

USP COA notebook



Date Received/Date Opened/Expiration Date Stickers / Labels

6.0 Procedure

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.
2. The date received and the date opened will be written on each certificate of analysis.
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.

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4. An expiration date will be assigned to each standard or reagent according to Giles procedure *L12-PR-100-051, Assigning Expiration Dates in the Laboratory*. The expiration date will also be written on each certificate of analysis along with the name, or initials, of the quality associate who assigned the expiration date.
5. A sticker/label will be placed on each container with the received date, date opened, expiration date, and quality associate initials written on the sticker/label.
6. All chemicals used for USP testing will also be listed the *USP Master Chemicals List (L12-PR-100-F011)*, of which a copy will be kept at the front of the USP COA notebook.
7. Every USP lot change, the Master Chemicals List will be examined by a quality associate to see if any standard or reagent is near expiration. Any standards or reagents approaching their respective expiration dates will be reordered.

7.0 Reference Documents

1. *Assigning Expiration Dates in the Laboratory (L12-PR-100-051)*
2. *USP Master Chemicals List (L12-PR-100-F011)*

8.0 Change Information

Updated document to more accurately describe procedure. Corrected minor textual errors.
 Changed document ownership.

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