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Standard Operating Procedure **NHX/SOP-120-003**

Title: Proper Use and Maintenance of Chemical Log Notebooks

Source: Research Triangle Institute

U.S. Environmental Protection Agency
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Human Exposure Research Branch

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TITLE: STANDARD OPERATING PROCEDURE FOR PROPER USE AND MAINTENANCE OF CHEMICAL LOG NOTEBOOKS

SOURCE: Research Triangle Institute
Post Office Box 12194
Analytical and Chemical Sciences
Research Triangle Park, NC 27709-2194

AUTHOR(s):

D J Smith Date: 3/31/94

Date:

Date:

APPROVED BY:

Principal Investigator: E Pellizzari Date: 3/31/94

QA Officer: Date:

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Standard Operating Procedure for the Proper Use and Maintenance of Chemical Log Notebooks
NHX/SOP-120-003

1.0 INTRODUCTION

The purpose of the Chemical Log Notebook is to provide a complete record of the receipt and handling of test substances. This includes date received, storage conditions, name, identifications, quantity upon receipt.

2.0 SCOPE OF PROCEDURE

This Standard Operating Procedure describes in detail the guidelines which govern the proper notations of chemical log notebooks in the performance of all projects requiring documentation of receipt and distribution of chemicals.

3.0 CHEMICAL LOG GUIDELINES

3.1 Notebook Assignments

3.1.1 Request Notebooks by dialing extension 6210 (Hanes Building). Give name of individual to whom the Notebook should be issued and the appropriate project or overhead number for the laboratory in which the chemical is located.

NOTE: The Notebook should be issued to the individual responsible for chemicals.

3.1.2 Request and use a different Notebook for each assigned project.

NOTE: A single log may be used for several projects provided confidentiality is maintained and approval is obtained from Project Leaders.

3.2 Recording of Data

3.2.1 Written records must be maintained of the amount of chemical or test substance received, proper identification of the item and appropriate storage conditions.

3.2.2 All entries must be dated and initiated.

3.2.3 All entries must be legible and written in understandable prose.

3.2.4 All entries must be recorded promptly.

3.3 Notebook Storage

3.3.1 All Notebooks must be easily accessible.

3.3.2 Do not remove the Notebook from the building.

3.4 Notebook Errors

3.4.1 Any errors or invalid data in the Notebook must be so designated by drawing a single line through the entry. The individual making this notation must initial the action and provide an explanation for the alteration, if appropriate.

3.4.2 If errors or omissions are noted at a later date, record the correction on the page currently being used and reference the page in error. On the latter page, indicate error and reference page with corrected entry.

3.5 Completed Notebooks

All Chemical Log Notebooks when full are technically part of the Analytical and Chemical Sciences (ACS) Unit Archives, and are considered Institute property.

Regardless of who assumes custody of the completed Notebooks, the QA Office must keep a record of their location.

3.5.1 When a Notebook is full, request a new one. Completed notebooks may be retained for reference or placed in archival storage.

3.5.2 All completed notebooks must be kept in a safe and secure location.

3.6 Lost Notebooks

3.6.1 If a Notebook has been misplaced, damaged, or lost, notify your supervisor (or Project Leader) who will inform the QA Officer, investigate the incident, and report in writing to the Office of Personnel and to the ACS Vice-President.

3.7 Responsibility

3.7.1 The Notebook should be issued to the individual responsible for the storage of the chemical.

3.7.2 The individual to whom the Notebook is assigned shall be responsible for the safekeeping of the Notebook.

3.7.3 The Notebook assignee shall be responsible for informing the QA Officer which Laboratory Notebooks have been issued for each project.

4.0 OUTLINE OF A TYPICAL NOTEBOOK

4.1 Chemical Log

4.1.1 A record of all chemicals and test substances received shall be maintained. An example of a chemical log is shown in Figure 1. Complete information is required to ensure proper identification and handling of chemicals.

4.1.2 Records of distribution, handling, and disposal must be begun upon receipt of a test chemical. See ACS-SOP-120-004 Recordkeeping for Chemicals and Test Substances.

4.2 Document Log

A copy of all forms and documents received with a chemical or test substance should be entered into the chemical Log Notebook or maintained in a separate file. These may include shipment records, letters, MSDS sheets and packing slips.

This SOP was originally issued July, 1989 (Selena Dodson, author). Revisions are marked with an asterisk (*) in the left margin.

Name of Compound	Date Received	Where Stored	Lots And/Or Batch Number	Quantity Upon Receipt	Comments*	Initials/ Date

*Condition of compound upon receipt, special handling instructions, expiration date, etc.