

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Microbiological Data Program**

SOP No.: MDP-QA 01		Page 1 of 3
Title: Equipment Calibration, Performance Verification, and Maintenance		
Revision: 02	Replaces: 02/01/05	Effective: 05/01/06

1. Purpose

This Standard Operating Procedure (SOP) is to be used as a standard for laboratories to ensure that equipment and certain laboratory supplies used for microbiological analysis meet minimum requirements as determined by the USDA MDP Program.

2. Scope

This SOP shall be followed by all laboratories conducting microbiological studies for MDP, including support laboratories conducting non-routine activities that may impact the program. This SOP represents minimum MDP requirements and is presented as a general guideline. Each laboratory shall have written procedures that provide specific details concerning how the procedure(s) has been implemented in that laboratory.

3. Reference

AOAC International: "Guidelines for Laboratories Performing Microbiological and Chemical Analysis of Food and Pharmaceuticals, An Aid to Interpretation of ISO/IEC 17025, A Revision of ALACC Criteria, September 2004"

4. Procedures

- 4.1 Calibration/verification and maintenance shall be performed according to current Analytical Laboratory Accreditation Criteria Committee (ALACC) requirements.
 - 4.2 Each laboratory's SOP for calibration/verification and maintenance status shall include procedures for handling, transport, storage, and use of measuring equipment to prevent contamination or deterioration of critical equipment as well as frequency schedules for performance. Procedures shall also include hardware and software precautions to safeguard from adjustments that would invalidate test results.
 - 4.3 Laboratories have the discretion of using stricter standards if said equipment is used for another program as well as MDP. The laboratories must ensure that equipment used in MDP analyses meet the minimum ALAAC requirements.
 - 4.4 All calibrations, verifications, and maintenance must be documented for each piece of equipment and records maintained.
 - 4.5 Procedures for training analysts to perform calibrations, verifications, and maintenance must be documented and records maintained.
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Revision History

MDP-QA-01 Revision 02 May 2006 Monitoring Programs Office

- Moved Facilities and Personnel sections to MDP-ADMIN-01 and MDP-ADMIN-02, respectively
- Laboratories shall follow current ALACC requirements.

