

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

SOP NO.: PDP-ADMIN-01		Page 1 of 4
Title: Facilities		
Revision: 6	Replaces: 07/01/06	Effective: 07/01/07

1. Purpose:

To standardize and ensure adequate sampling and laboratory testing facilities for the operation of the USDA/AMS-Pesticide Data Program (PDP).

2. Scope:

This standard operating procedure (SOP) shall be followed by USDA/AMS and all facilities involved in the collection of samples and performance of analytical determinations for PDP, including those laboratories which are conducting residue studies for PDP and support laboratories conducting stability or other types of studies which may impact the program.

3. Outline of Procedure:

- 5.1 Facilities for Handling Test, Control, and Reference Substances
- 5.2 Specimen and Data Storage Facilities
- 5.3 Inspection of Facilities

4. References:

- U.S. EPA, Inspection of a Testing Facility, 40 CFR part 160.15, August 17, 1989
 - U.S. EPA, Facilities for Handling Test, Control, and Reference Substances, 40 CFR part 160.47, August 17, 1989
 - U.S. EPA, Laboratory Operation Areas, 40 CFR part 160.49, August 17, 1989
 - U.S. EPA, Specimen and Data Storage Facilities, 40 CFR part 160.51, August 17, 1989
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5. Specific Procedures:

5.1 Facilities for Handling Test, Control, and Reference Substances

Adequate space shall be provided for conducting sampling and analytical laboratory work performed for PDP. Space shall be as needed to prevent contamination or mix-ups of samples, reference materials, and other work in place in the facility.

5.2 Specimen and Data Storage Facilities

Adequate space shall be provided for the storage and retrieval of all raw data and samples from the study as well as archiving data. Access to the space shall be limited to authorized personnel only.

5.3 Inspection of Facilities

5.3.1 A sampling or laboratory facility shall permit an authorized employee or duly designated representative of USDA/AMS, at reasonable times and in a reasonable manner, to inspect the facility and to inspect (and in the areas of records to copy) all records and samples required to be maintained regarding PDP operations.

5.3.2 The USDA/AMS Monitoring Programs Office (MPO) shall prepare a written report to the sampling or laboratory facility summarizing any findings from the inspection within 60 days. Additionally, MPO shall identify any serious deficiencies identified during the facility inspection in a memo format within 10 days.

5.3.3 The sampling or laboratory facility shall provide a written response to the MPO report, outlining plans to correct any adverse findings within 60 days of receipt of the report.

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6/26/07

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Revision 6

May 2007

Monitoring Programs Office

- Added time frames for MPO to prepare inspection reports and for laboratory/sampling facilities to respond to inspection reports to section 5.3

Revision 5

- Updated format to conform with other SOPs
- Clarified requirements in subsection 5.2

Revision 4

- Updated format to conform with other SOPs
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