

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

SOP No.: MDP-ADMIN-03		Page 1 of 6
Title: Training/Personnel Records		
Revision: Original	Replaces: N/A	Effective: 08/15/03

**1. Purpose:**

To provide minimum requirements for training and personnel records to be maintained by those participating in the collection of samples and the performance of analytical determinations for the USDA/AMS Microbiological Data Program (MDP).

**2. Scope:**

This standard operating procedure (SOP) shall be followed by all laboratories conducting microbiological studies for MDP, including support laboratories conducting non-routine activities that may impact the program.

**3. Outline of Procedure:**

- 5.1 Qualifications
- 5.2 Resume or Curriculum vitae (CV)
- 5.3 Training
- 5.4 Retention of Records

**4. References:**

- U.S. EPA, Personnel, 40 CFR part 160.29, July 1, 1999
- U.S. EPA, Storage and retrieval of records and data, 40 CFR part 160.190, July 1, 1999
- U.S. EPA, Retention of records, 40 CFR part 160.195, July 1, 1999

**5. Specific Procedures:**

- 5.1 Qualifications
    - 5.1.1 Each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for MDP shall have the education, training, and experience, or combination thereof, to enable that individual to perform the assigned functions.
    - 5.1.2 Each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for MDP shall have documented credentials that meet at least the minimum standards for the position which they hold.
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5.2 Resume or CV

- 5.2.1 Each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for MDP shall have a resume or CV on file with the participant management. These records shall detail the individual's education, training, and work experience history and shall be kept current.
- 5.2.2 The resumes or CVs must be kept on file and available for review. In lieu of CVs, a completed application for the position held shall constitute the minimum requirement for the basic resume.
- 5.2.3 The term “each individual” includes temporary and part-time workers as well as aides and others who participate in MDP related activities.

5.3 Training and Continuing Education

- 5.3.1 Training records shall be maintained and kept current for each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for MDP.
- 5.3.2 Records shall include on-the-job training, in-service training, out-service courses, seminars, and conferences attended by the individual. The records shall note the subject matter of the training, the source of training and if possible the name of the trainer.
- 5.3.3 Publications and articles authored as well as participation in professional societies should be included in the training records.
- 5.3.4 If analysts within a participant laboratory qualify as individuals for testing samples for MDP, the proficiency records shall also be entered into the training file or a similar personal file. If the analysts qualify as a team, a separate team file, showing the participants, including their role in the qualification, must be maintained.

5.4 Retention of Records

- 5.4.1 Records documenting sections 5.1 - 5.3 above shall be kept for all personnel involved with the MDP study.
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- 5.4.2 Records archived under this SOP shall be stored in the same manner and for the same duration as required for the raw data for the MDP study. The data/records generated by participants in the MDP are to be kept for the duration of the program. Older documents may be stored in a Federal Storage Facility.
- 5.4.3 The records archived under this SOP shall be retained under the individual participant's archive control and do not need to be transmitted to USDA as part of the study data. These records shall be auditable by an authorized employee or duly designated representative of USDA/AMS.
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