

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

SOP No.: MDP-DATA-02		Page 1 of 6
Title: Data Storage and Archival		
Revision: Original	Replaces: N/A	Effective: 09/01/03

**1. Purpose:**

To provide standard procedures for data storage and archival for laboratories participating in 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 Data package contents
- 5.2 Data archival at the participating laboratory
- 5.3 Storage in Federal Record Centers

**4. References:**

- Attachment 01, MDP Designated Federal Records Centers
- Attachment 02, Standard Form (SF)-135 (template plus example)
- Attachment 03, Instructions for Assembly and Packaging of Record Boxes
- MDP Technical Advisory Committee (TAC) Meeting, May 15-16, 2003, Arlington, VA
- 40 CFR 160.190, Storage and retrieval of records and data
- ISO/IEC Guide 17025:1999(E), General Requirements for the competence of testing and calibration laboratories

**5. Specific Procedures:**

This procedure is a general guideline representing minimum requirements. Each laboratory shall develop written procedures providing specific details about how it has been implemented.

- 5.1 Data package contents
  - 5.1.1 Each data package retained by the program participant (e.g., State or Federal laboratory) shall consist of laboratory records (i.e., worksheets and/or completed forms), USDA records of collection and analytical results reports,



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

SOP No.: MDP-DATA-02		Page 2 of 6
Title: Data Storage and Archival		
Revision: Original	Replaces: N/A	Effective: 09/01/03

and all raw and/or derived sample data for a given set or group of samples analyzed. If raw data/observations are collected in a bound notebook, the notebook need not be included in the raw data package; however, it must be maintained by the laboratory as supporting documentation.

- 5.1.2 Supporting documentation (e.g., refrigerator/freezer logs, training records) do not need to be included in the data package, but must be maintained by the laboratory.
  - 5.2 Data archival at the participating laboratory
    - 5.2.1 Each data package retained shall be filed by calendar year, month, and then alphabetically by commodity. Hardcopy data packages should be archived after a data set has been completed and electronically submitted to the USDA/AMS Monitoring Programs Office (MPO).
    - 5.2.2 An individual(s) shall be identified as responsible for the archives.
    - 5.2.3 Access to archived records shall be monitored and controlled. Use of manual or electronic logs are recommended for documenting access.
    - 5.2.4 Conditions of storage shall minimize deterioration of the documents in accordance with the requirements for the time period of their retention and the nature of the documents. Locked file cabinets, secured records storage facilities, etc. are all acceptable.
    - 5.2.5 Data packages should be maintained at least two years following electronic transmission and before applying for disposition to Federal Records Centers. Special consideration shall be granted for early disposition on a case by case basis.
  - 5.3 Storage in Federal Record Centers
    - 5.3.1 MDP data packages as defined in subsection 5.1 of this SOP shall be transferred to a designated Federal Records Center, preferably after the storage requirement specified in subsection 5.2.5 has elapsed. Note: See Attachment 01, MDP Designated Federal Records Centers.
    - 5.3.2 Dispose of all extra copies of records and non-record material (e.g., paperclips, buckslips, post-it notes, etc.) The use of accordion folders is suggested.
- 
-

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

SOP No.: MDP-DATA-02		Page 3 of 6
Title: Data Storage and Archival		
Revision: Original	Replaces: N/A	Effective: 09/01/03

- 5.3.3 Each calendar year of data packages must be transferred separately. Within each year, file data packages by month and commodity.
- 5.3.4 All transfers/accessions must be accompanied by an SF-135, Records Transmittal and Receipt (refer to Attachment 02 for form template and example). Note: An Adobe Acrobat fillable form SF-135 is available on the internet.
- 5.3.5 Use only Federal Records Center boxes when transferring records. Boxes may be obtained by contacting USDA/AMS MPO. Refer to Attachment 03 for illustrated box assembly and packing instructions.
- 5.3.6 When packing records, do not force files into the boxes. Leave approximately one inch space in each box to permit easy withdrawal of folders. Pack folders upright, with letter size folders facing the front of the container. Do not place folders one on top of another.
- 5.3.7 After the files are boxed, number the cartons sequentially (e.g., 1/10, 2/10, 3/10, etc.) with permanent black marker in the upper right front corner. The box numbers shall correspond to the completed SF-135.
- 5.3.8 Send the completed form to MPO:  
USDA/AMS/S&T/Monitoring Programs Office  
8609 Sudley Rd., Suite 206  
Manassas, VA 20110
- 5.3.9 MPO will review and assign the accession number and forward the SF-135 to the Federal Records Center for approval. Once the SF-135 is approved for transfer to the Federal Records Center, one copy will be sent back to the transferring laboratory. Upon receipt of the approved SF-135, the accession number shall be placed in the upper left front of the carton.
- 5.3.10 Place the approved SF-135 and box listing inside the first box of the accession.
- 5.3.11 Close all boxes and seal with filament tape. Ensure that the filament tape does not cover the accession number or the carton number.
- 
-

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

SOP No.: MDP-DATA-02		Page 4 of 6
Title: Data Storage and Archival		
Revision: Original	Replaces: N/A	Effective: 09/01/03

5.3.12 Ship all boxes to the appropriate designated Federal Records Center using the most economical and secure manner (e.g., Certified US Mail 3<sup>rd</sup> Class or equivalent). All expenses incurred in transferring records must be charged to the laboratory's MDP allocated funds. Data will be retained by the Federal repositories for a period of at least 25 years and will be available for retrieval during that time.



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

SOP No.: MDP-DATA-02		Page 5 of 6
Title: Data Storage and Archival		
Revision: Original	Replaces: N/A	Effective: 09/01/03

*Grace Hall*

*08/21/03*

---

Approved by: Grace Hall, Chairperson  
MDP Technical Advisory Committee  
Florida Department of Agricultural and Consumer Services  
Food Laboratory, Bldg. 9  
3125 Conner Blvd.  
Tallahassee, Florida 32399-1650  
(850) 488-4407

Date

*Martha Lamont*

*08/26/03*

---

Approved By: Martha Lamont  
Director, Monitoring Programs Office  
8609 Sudley Road, Suite 206  
Manassas, VA 20110  
(703) 330-2300

Date

*Diana Haynes*

*08/26/03*

---

Reviewed By: Diana Haynes  
Quality Assurance Officer, Monitoring Programs Office  
8609 Sudley Road, Suite 206  
Manassas, VA 20110  
(703) 330-2300

Date

*ORIGINAL SIGNATURE PAGE MAINTAINED BY USDA, AMS, SCIENCE & TECHNOLOGY, MONITORING PROGRAMS OFFICE  
ELECTRONICALLY REPRODUCED SIGNATURES*





**USDA/AMS Microbiological Data Program  
Designated Federal Records Centers**

California Department of Food and Agriculture

Send to: Federal Records Center  
1000 Commodore Drive  
San Bruno, CA 94066-2350

Colorado Department of Agriculture

Send to: Bldg. 48, Denver Federal Center  
West 6<sup>th</sup> Avenue and Kipling Street  
Denver, CO 80225-0307

Florida Department of Agriculture and Consumer Services

Send to: Federal Records Center  
1557 St. Joseph Avenue  
East Point, GA 30344-2593

Michigan Department of Agriculture

Send to: Federal Records Center  
7358 South Pulaski Road  
Chicago, IL 60629-5898

New York Department of Agriculture and Markets

Send to: Federal Records Center  
National Archives-Central Plains Region  
200 Space Center Drive  
Lee's Summit, MO 64064-1182

Ohio Department of Agriculture

Send to: Federal Records Center – Dayton  
3150 Springboro Road  
Dayton, OH 45439-1883

Washington State Department of Agriculture

Send to: Federal Records Center  
6125 Sand Point Way NE  
Seattle, WA 98115-7999

Wisconsin Department of Agriculture

Send to: Federal Records Center  
7358 South Pulaski Road  
Chicago, IL 60629-5898

USDA, AMS, S&T, National Science Laboratory

Send to: Federal Records Center  
1557 St. Joseph Avenue  
East Point, GA 30344-2593

**RECORDS TRANSMITTAL AND RECEIPT**

Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

1 TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)

**Federal Records Center**  
(TYPE YOUR RECORDS FACILITY ADDRESS)

5 FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)

USDA-AMS-S&T  
Monitoring Programs Office  
8609 Sudley Road, Suite 206  
Manassas, VA 20108

2 AGENCY TRANSFER AUTHORIZATION

TRANSFERRING AGENCY OFFICIAL (signature and title)

Lisa R. Smith, Management Analyst

DATE

3 AGENCY CONTACT

TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No)  
(Laboratory point of contact)

4 RECORDS CENTER RECEIPT

RECORDS RECEIVED BY (Signature and Title)

DATE

**6 RECORDS DATA**

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (with inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
			20	1-3 4-5 6-9 10-14 15 16-18 19 20	United States Department of Agriculture Agricultural Marketing Service S&T, Monitoring Programs Office MICROBIOLOGICAL DATA PROGRAM RAW DATA PACKAGE RECORDS Gastonia, NC (CY 2001) January 2001 February 2001 March 2001 April 2001 May & June 2001 July 2001 August - October 2001	R						

**RECORDS TRANSMITTAL AND RECEIPT**

Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

1 TO *(Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)*

**Federal Records Center**

5 FROM *(Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)*

2	AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL <i>(signature and title)</i>	DATE
---	-------------------------------	---	------

3	AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL <i>(Name, office and telephone No)</i>
---	----------------	---

4	RECORDS CENTER RECEIPT	RECORDS RECEIVED BY <i>(Signature and Title)</i>	DATE
---	------------------------	--	------

*Fold Line*

6 **RECORDS DATA**

ACCESSION NUMBER			VOLUME <i>(cu. ft.)</i>	AGENCY BOX NUMBERS	SERIES DESCRIPTION <i>(with inclusive dates of records)</i>	RESTRIC-TION	DISPOSAL AUTHORITY <i>(schedule and item number)</i>	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(f)</i>	<i>(g)</i>	<i>(h)</i>	<i>(i)</i>	<i>(j)</i>	<i>(k)</i>	<i>(l)</i>	<i>(m)</i>

**United States Department of Agriculture  
Microbiological Data Program  
Instructions for Assembly and Packaging of Record Boxes**

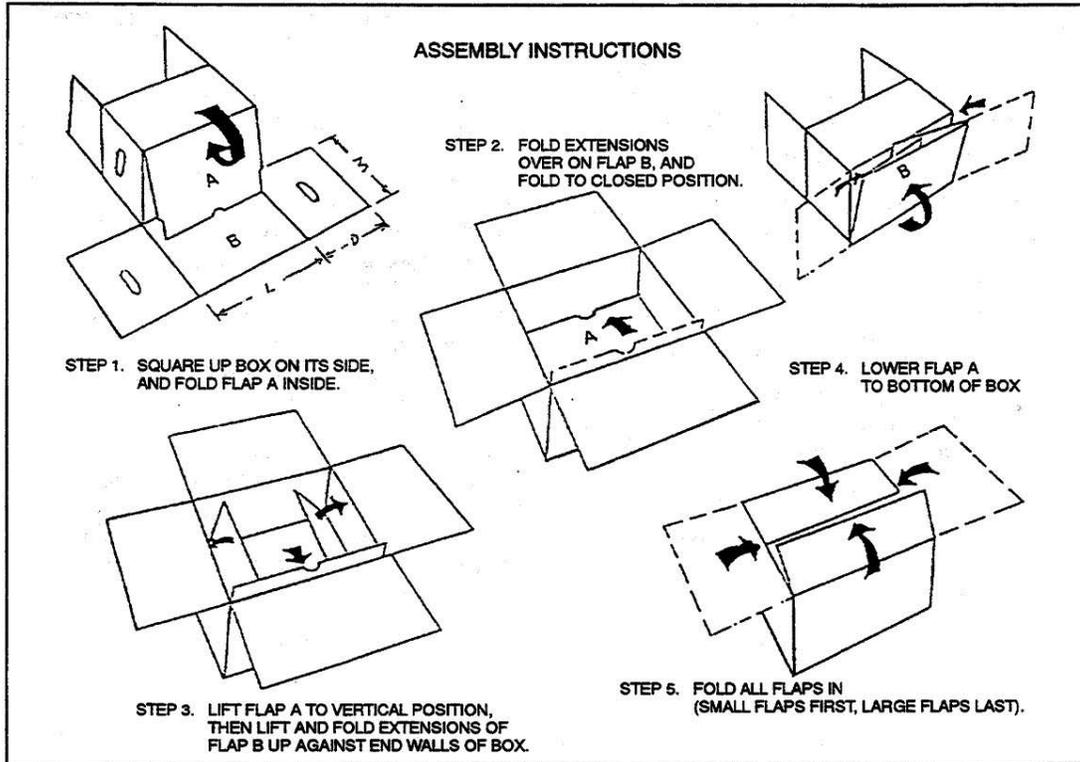


FIGURE 1 FRC BOX ASSEMBLY INSTRUCTIONS

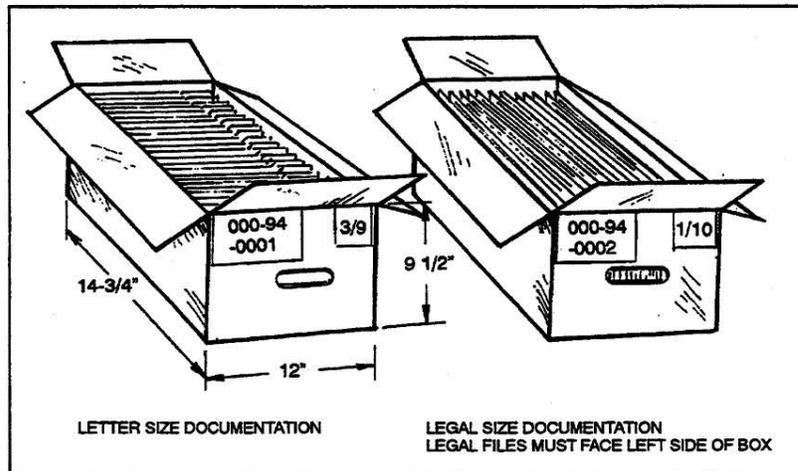


FIGURE 2 FILE PLACEMENT IN BOX AND LOCATION OF BOX IDENTIFICATION