

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

SOP No.: PDP-ADMIN-03		Page 1 of 5
Title: Training/Personnel Records		
Revision: 4	Replaces: 9/13/96	Effective: 10/01/04

1. Purpose:

To provide minimum requirements for training and personnel records to be maintained by those organizations that are participating in the collection of samples and the performance of analytical determinations for 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 Qualifications
- 5.2 Resume or Curriculum vitae (CV)
- 5.3 Training and Continuing Education
- 5.4 Retention of Records

4. References:

- USDA/AMS-PDP SOP DATA-04, Data Submission, Storage, Retrieval and Archival
 - Dean Hill, Chief, EPA-NEIC, Pesticides and Toxic Substances Branch, Technical Meeting, Presentation, 40 CFR 160, Subpart B, February, 1992
 - Florida Department of Agriculture and Consumer Services, QA/QC Guideline Document, February 4, 1992, pg. 20.1
 - U.S. EPA SOP No. GLP-02, Determining Compliance of Audited Studies with GLP Standards Requirements, pp. 3-4, October 1, 1990
 - U.S. EPA, Personnel, 40 CFR part 160.29, August 17, 1989
 - U.S. EPA, Storage and Retrieval of Records and Data, 40 CFR part 160.190, August 17, 1989
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- U.S. EPA, Retention of Records, 40 CFR part 160.195, August 17, 1989
- Taylor, Quality Assurance of Chemical Measurements, 1987, pg. 120

5. Specific Procedures:

5.1 Qualifications

- a. Each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for USDA/AMS shall have the education, training, and experience, or combination thereof, to enable that individual to perform the assigned functions.
- b. Each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for USDA/AMS shall have documented credentials that meet at least the minimum standards for the position which they hold.

5.2 Resume or CV

- a. Each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for USDA/AMS shall have a resume or CV on file with the participant management. It shall detail the individual's education, training, and work experience history.
 - b. 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. The requirement for keeping the application current applies.
 - c. The term "each individual" includes temporary and part-time workers as well as aides and others who participate in PDP related activities.
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5.3 Training and Continuing Education

- a. 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 USDA/AMS.
- b. 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.
- c. Publications and articles authored as well as participation in professional societies should be included in the training records.
- d. If analysts within a participant laboratory qualify as individuals for running samples for PDP, 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

- a. Records documenting subsections 5.1 - 5.3 above shall be kept for all personnel involved with the PDP study.
 - b. 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 PDP study. Refer to SOP PDP-DATA-04.
 - c. 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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9-22-04

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