

	LOM 2.10 Control of Materials and Supplies	
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	<i>Revision #: 3</i>	<i>Issued Date: 09/18/2020</i>
	<i>Document Manager: John Bowen</i>	<i>Approved By: Ryan Larrison</i>

2.10 Control of Products and Services

The purchasing of products and services that affect laboratory testing or activities (e.g. measurement standards and equipment, auxiliary equipment, consumable materials and reference materials) by each laboratory must be defined, reviewed and approved by the discipline Technical Leader.

2.10.1 Purchasing Request for Externally Provided Products and Services

2.10.1.1

Each Technical Leader shall develop and maintain a list of products and services that affect laboratory testing or activities. The list shall be maintained as a controlled document in the document management system, approved by the Technical Leader and reviewed at least annually. The documentation shall include the specifications (requirements) for each product or service. These products shall include commercially obtained controls, standards and reagents or commercially obtained materials to prepare these controls, standards and reagents.

2.10.1.2

All products and services that affect laboratory testing activities shall be verified against the approved list by the Laboratory Director or designee prior to placing the order. Vendors listed on the document management site should be used when possible. A written request (e.g. email) shall be used to initiate requests for procurement card purchases in accordance with the Michigan State Police Purchasing Manual. The individual verifying the product or service requested appears on the approved list shall document the purchase approval with a date and their initials indicating their approval. The purchasing documentation provided to the external provider shall clearly communicate the products or services requested (e.g. catalog number, State of Michigan contract number or similar), the laboratory's acceptance criteria, and any required competency of personnel from the external provider.

2.10.2 Receipt of Purchased Externally Provided Products and Services

Upon receipt of purchased externally provided products or services, verification that the received items match the ordered items shall be completed. If there is a discrepancy between the order and what was received, the Laboratory Director or designee should be notified, and the matter resolved with the supplier.

2.10.2.1

All products that affect laboratory testing received into the laboratory shall be marked with the recipient's initials and the date of receipt. Upon opening, all products shall be marked with initials and opened date.

2.10.2.2

If the item received does not lend itself to marking, the accompanying information (e.g. Certificate of Analysis, QC information sheets etc.) should be marked in accordance with the information stated in this section.

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2.10.3 Quality Control Evaluation

Unit Supervisors or designee(s) shall evaluate and approve the quality control data of products and services as specified in the discipline specific procedure manual prior to placing them into use and/or inventory. Records shall be maintained in the specified unit. [LOM 2.5 Standards, Controls and Reagents](#) Items that don't lend themselves to quality control practices shall be evaluated throughout the normal course of business.

2.10.3.1

If the Unit Supervisor or designee(s) determines a product or service does not meet the quality control requirements, they shall notify the manufacturer or supplier and reject the entire lot.

2.10.3.2

Inventory will be stored under conditions specified by the manufacturers. Any products which require special handling will be handled appropriately and under conditions specified in the Health and Safety Manual.

2.10.3.3

Material Safety Data Sheets shall be maintained on chemicals and reagents used in the laboratory. The data sheets shall be readily available and accessible for review by laboratory personnel.

2.10.3.4

Expired products should be removed from the analytical area as soon as possible.

2.10.4

The annual review of approved products and services by the Technical Leader shall indicate an approval that the external provider is able to continue providing the product or service to the laboratory's specifications.

2.10.5

[LOM 1.17 Invoice Review and Payment](#) provides the required steps to complete payment of purchased products and services.

2.10.6

A list of acceptable suppliers will be maintained on the document management system. Reference materials shall be purchased from accredited suppliers, when possible. Calibration services are obtained from service providers that are accredited to ISO 17025. The Laboratory Director or designee(s) shall review the accredited calibration provider report and results after receipt and maintain the documents per FSD policy.

All suppliers will be evaluated annually based on the experience of purchases from the previous year. The evaluation will reflect if the supplier has been satisfactory during the previous year. The evaluation and documentation of the evaluation may occur during the annual technical audits of each laboratory and discipline.