

## 12.0 Handling and Storage of Test Items

- 12.1 Items received for test are recorded in a laboratory work log and assigned a number that uniquely identifies the item during its stay in the laboratory. Work logs are maintained in the laboratory. A work order is completed to include: the item or items received for test, name of company submitting the test items, and date of receipt. Work orders are attached to and, if possible, are kept with the test item during its stay in the laboratory (see Appendix O, "Forms," Section 13 Records, and Appendix P, Type Evaluation Process Flowcharts, Appendix H, AP No. 5, Handling Calibration and Test Items).
- 12.2 Incoming test items are evaluated by laboratory staff to ensure that standards, equipment, staff, facilities, and procedures necessary to perform testing are available. Procedures for the review of all incoming work are maintained in the laboratory files (see Appendix H, AP No. 5).
- 12.3 Prior to testing incoming items, the laboratory communicates to the client any significant abnormalities (see Appendix H, AP No. 5) including:
- 12.3.1 Departures from required standard conditions and necessary preparations;
  - 12.3.2 Doubt as to the test items suitability for testing; and
  - 12.3.3 Nonconformance of the test item with the description (application information) provided by the client.
- Records of these client discussions are maintained in the laboratory (see QM Section 13, Records)
- 12.4 The laboratory handles, prepares, and stores test items in its custody in a safe manner to protect them from loss, deterioration, damage, and destruction of required chains of evidence. Documented procedures for the receipt and retention of the test items are maintained in the laboratory files (see Appendix H, AP No. 5).
- 12.5 If a test item requires specific environmental conditions for storage, the conditions are maintained, monitored and recorded (see Appendix H, AP No. 5).
- 12.6 Test items to be held for any reason, including safety, value, to perform check testing, etc., are stored and secured to protect the item's condition (see Appendix H, AP No. 5).

- 12.7 Upon completion of testing, the test items will be retained no longer than necessary, and will be safely returned to the client. (See Appendix H, AP No. 5, The Return of Test Items, which includes procedures for shipping.)