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SOP Hot Topics

Panel Discussion

Environmental Measurement Symposium 2016

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Panelists

- **Dorothy Love**, Eurofins Environment Testing US
- **Scott Siders**, PDC Laboratories
- **Bob Pullano**, GEL
- **John Gumpper**, ChemVal Consulting
- **Pam Schemmer**, TestAmerica

SOP Hot Topic #1

- Electronic vs Hardcopy
  - How are the documents stored and accessed at your lab?
  - If electronic, where can the staff access them? Do they print copies for use at the bench?

SOP Hot Topic #2

- Review and Revisions
  - What triggers a routine review?
  - Who is responsible?
  - If revisions are needed, what is the flow?

SOP Hot Topic #3

- Tracking the need for Edits
  - If an audit indicates the need for a change to the SOP, how is this started?
  - If someone identifies a minor edit that is not needed immediately, how is this tracked?
  - Do you have a formal feedback mechanism for lab staff?

SOP Hot Topic #4

- Ensuring accuracy
  - Versus the referenced method?
  - Versus actual lab practice?
  - How do you handle when a new version of a referenced method is published?

SOP Hot Topic #5

- Planned Deviations from the SOP
  - Do you have a process for handling a planned deviation that may be needed for a particular project, sample, etc.?

SOP Hot Topic #6

- Handling Proprietary Content
  - Do you provide copies of your SOPs to clients?
  - Are there any that are considered proprietary?
  - What if they are needed for documents that will become public (state audits, EPA QAPPs, etc.)?

SOP Hot Topic #7

- Common Audit Findings
  - What are examples of issues that were cited during audits (internal and external) regarding SOPs?
  - What steps did you take to address these?

SOP Hot Topic #??

- What are the hot topics from the audience?
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Thank you

Thank you all for participating.

Any other questions?

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