Title: Accommodation and environment

Effective Date: 6-5-21
Review Date: 6-5-24
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Document History

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1. Scope

1.1 This SOP applies to all staff involved in laboratory testing activities, which are included in the scope of laboratory accreditation, and performed in facilities within the laboratories control.

1.2 The purpose of this Standard Operating Procedure (SOP) is to ensure that laboratories are maintained in line with good laboratory practice, to ensure the integrity of test results and the safety of University of Aberdeen staff and visitors.

2. Responsibilities

Technical Manager: Ensure environmental conditions are suitable for the analysis and shall not adversely affect the validity of results. Ensure environmental conditions are monitored and recorded, and remain within parameters agreed.

3. Procedure

3.1 Laboratory facilities shall be suitable for the analysis undertaken and be secure; with limited, controlled access. 🔄 A list of those permitted to access the facility shall be displayed at the entrance.

3.2 The environmental conditions necessary for the effective performance of tests shall be appropriate to the scientific discipline and the technical requirements of test methods.

3.3 🔄 It is the responsibility of Technical Manager to ensure that the environmental conditions in laboratories are such to facilitate the correct performance of tests at all times. The technical requirements for accommodation and environmental conditions that affect the results of tests are documented in the relevant SOPs.

3.4 🔄 It is the responsibility of Technical Manager to ensure that environmental conditions influencing the quality and integrity of test results are monitored, controlled and recorded as detailed in the relevant test methods and procedures (See SOP-IMS-36 - Deviations). This may be facilitated using temperature recording equipment and temperature monitoring logs (TMP-QA-28).

3.5 🔄 It is the responsibility of the Quality Assurance Manager (QAM) and/or the Technical

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Key to symbols 🔄 = Important point to note 🔄 = Warning
Manager to immediately suspend testing and to withhold test results in the event that environmental conditions jeopardise the test results. This may also include recalling results already issued (see SOP-IMS-42 – Communication).

3.6 ⚠ It is the responsibility of the Technical Manager to ensure that effective measures are in place for the segregation of incompatible activities (where required) and to prevent cross-contamination. It is the responsibility of the Technical Managers to ensure that such requirements are documented in the relevant SOPs.

4. Abbreviations and definitions

QAM Quality Assurance Manager

5. Related documentation and references

SOP-IMS-33 Critical Equipment
SOP-IMS-36 Anomalies
TMP-QA-28 Temperature Monitoring Log