

SMS Central Lab	STANDARD OPERATING PROCEDURE			
Department	Title: Receipt, Issue and Control of Chemicals and Solvents			
Analytical Services				
SOP No.	Supersedes	Effective Date	Next review on (or) before	Page No.
SMSCL-ASD007-02	SMSCL-ASD007-01			01 of 03

1.0 OBJECTIVE

To lay down a procedure for “Receipt, Issue and Control of Chemicals and Solvents”.

2.0 SCOPE

This SOP is applicable for Analytical Services Department of Central Laboratory Analytical Services, Building No.2, First floor, Gagillapur, Hyderabad.

3.0 RESPONSIBILITY

3.1 Analytical Services Department personnel for receipt, issue and control of Chemicals and solvents.

3.2 Head ASD or designee to ensure compliance.

4.0 DEFINITIONS

NA

5.0 PROCEDURE

5.1 Receipt of Chemicals and Solvents

5.1.1 After receiving of Chemicals and Solvents to Central laboratory facility, admin personnel or stores in-charge shall check the material for Name of the chemical / solvent, quantity received and for any physical damage of container (or) bottles before inward into designated area.

5.1.2 Admin personnel or stores in-charge shall enters details like Date of receipt, Quantity received, and Manufacture name, Catalog number and Grade in " Material Inward Register" (Format-SMSCL-ASD007-F01*).

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Signature			
Date			

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SOP No.	Supersedes	Effective Date	Next review on (or) before	Page No.
SMSCL-ASD007-02	SMSCL-ASD007-01			02 of 03

5.1.3 Personnel shall affix the "RECEIVED" (Format –SMSCL-ASD007-F02*) label on each of the bottle / container after receipt.

5.1.4 All the Chemicals and solvents shall be arranged properly in the racks allocated in the Laboratory store room.

5.2 Issue of Chemicals and Solvents

5.2.1 Whenever required the ASD personnel shall fill the "Materials indent form" Format – SMSCL-ASD007-F03* available in stores and store in-charge shall issue the chemicals or solvents.

5.2.2 Before using the bottle / container, the ASD personnel shall fill the "Use Before" label (Format –SMSCL-ASD007-F05*) for opened on, opened by and use before date details.

5.2.3 Dispose the unused / expired chemicals according to the SOP "Disposal of Excess samples / Expired chemicals /Impurities/Reference Standard and empty reagent bottles"(SMSCL-ASD030*).

5.3 Use before period

5.3.1 For Solid Chemicals the use before period shall be 2 year or as mentioned in supplier COA and for liquid chemicals / solvents it shall be 1 year from the date of opening and the use before period shall be within the suppliers expiry dates.

Note: Do not open the bottle if there is any physical damage is observed.

5.3.2 Based on shelf life /expiry dates of chemicals/ solvents old stocks should be removed from storage area and should be sent for disposal.

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SMSCL-ASD007-02	SMSCL-ASD007-01			03 of 03

6.0 DOCUMENTATION

6.1 Formats

- 6.1.1 Specimen format for "Material Inward Register" –SMSCL-ASD007-F01*.
- 6.1.2 Specimen format for "Received" label –SMSCL-ASD007-F02*.
- 6.1.3 Specimen format for "Materials Indent Form" –SMSCL-ASD007-F03*.
- 6.1.4 Specimen format for "Use Before" label –SMSCL-ASD007-F05*.
- 6.1.5 Format of "Change History" – SMSCL-DQA001-F03*.

6.2 Reference Annexures

- 6.2.1 "Matrix of incompatible Chemicals" –SMSCL-ASD007-A01*.
- * Current version to be followed.

7.0 REFERENCES

NA

8.0 ABBREVIATIONS / APPENDIX

ASD : Analytical Services Department
SOP : Standard Operating Procedure
No. : Number
Ltd : Limited
Qty : Quantity
MSDS : Material safety data sheet
COA : Certificate of Analysis. Already

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