



Laboratory Consumables

Revision 3.0 – Identified the retention time of records is to be retained for 5 years from the date of the signature of the authorized signatory on the data package in which the last time the consumable was used.

Revision 4.0 – Updated UL internal document approvers only. No other changes.

For Client Labs

Purpose	<ul style="list-style-type: none"> Provides information on purchase, receipt, verification and storage of critical laboratory consumable materials that are used in testing.
Why this requirement is important?	<ul style="list-style-type: none"> Critical laboratory consumable materials may affect the results of laboratory tests.
Requirements/ Procedures	
Purchasing of an Item	<ul style="list-style-type: none"> Expiration date / life of the material must be identified. Documented procedures are to be available for any critical consumables requiring special handling, storage, or disposal. Any special storage requirements such as: “Store at room temperature away from direct sunlight and moisture” must be followed. Request the appropriate certificate of conformance from the supplier when the material is ordered. The certificate should be included with shipment of the consumable or the supplier needs to provide an alternative means, such as access to a website, where the certificate can be obtained. The materials needed are to be specified completely (e.g. on the purchase requisition) when ordering to assure the appropriate material is received. (This should include both brand and generic names for chemicals.)

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Laboratory Consumables

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| Verification of an item | <ul style="list-style-type: none"> • Upon receipt of the material, inspect the material and review the associated certificates, etc. • Verify “you got what you ordered” by the following: <ol style="list-style-type: none"> 1. The received materials match the vendor/manufacturer part number and description as specified in the requisition. 2. The materials meet the required specifications through examination. • If upon review, there are concerns about the materials, contact the supplier. |
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| Storage of an Item | <ul style="list-style-type: none"> • Stored materials are to be marked with the following information: <ul style="list-style-type: none"> ○ Identification label of the consumable material. ○ Description of material and detailed specification if possible. (This should include both brand and generic names for any chemicals.) ○ Expiration date of the material. ○ Any special storage requirements such as, “Store at room temperature away from direct sunlight and moisture.” |
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Records

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| Certificates, Approval Forms, and Other Documentation | <ul style="list-style-type: none"> • Certificates and other related documentation associated with each consumable are to be processed in the following manner: <ul style="list-style-type: none"> ○ UL staff will review copies of certificates of conformance and related documentation for the consumable prior to performance of tests. |
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For WTDP -

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For other DAP programs (CTDP, TCP, TPTDP, etc) -

- Clients are to index and retain copies of certificates and related documentation from each consumable used in testing (for audit confirmation).
 - In lieu of storage of paper copies of the documentation, these may be stored electronically.
 - ***Retention time for the records is to be retained for 5 years from the date of the signature of the authorized signatory on the data package in which the last time the consumable was used.***
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