



“Laboratory Documentation & Records” Workshop

Agenda

Instructor: Lori Zboralski or Erika Schwender

Time	Material Covered		
8:00	Welcome & Intro to workshop		
	Introduction to documentation	Why is documentation important	Regulatory requirements
			Liability and defense
			Tracking
			Troubleshooting
			Information for process development & expansion
			Information exchange, e.g. shift hand over
		Records management	Organization, storage, etc.
9:30 – 9:40	Break		
9:45 – 10:55	COC	External COC	
		Internal COC	
10:55 – 11:00	Break		
11:00 – 12:15	Logs & Benchsheets	Chemical log	Tracking & troubleshooting
			QA/QC
			Regulatory requirements
		Reagent log	Inventory / purchasing
			Tracking & troubleshooting
		QA/QC	
		Maintenance log	Regulatory requirements
			Tracking & troubleshooting
QA/QC			
Regulatory requirements			
Temperature log	What do we need to document		
Lab & field	What do we need to document		
12:15 – 12:45	Lunch		
	QC	QC logs & charts	Regulatory requirements
			What's the purpose of QC charts
2:45 – 3:00	Break		
3:00 - 4:00	SOPs	Why do we need them?	Regulatory requirements
			Training
			Consistent operation
	Safety	What kind of safety records do we keep in the lab	safety shower
			eye wash station
fume hood			
4:00	Adjourn		