



# **“How to choose a contract laboratory” Workshop**

**TBD**

**Instructor: Erika Schwender or Lori Zboralski**

## **Agenda**

<b>Time</b>	<b>Material Covered</b>
8:00 AM	Welcome & Intro to Workshop
8:30 AM	Why it is important to carefully select a contract lab
9:00 AM	Approved analytical methods
9:30 AM	Lab Accreditation / Certification
10:00 AM	Quality Assurance & Quality Control
10:30 AM	SOPs
11:00 AM	Turn around times
12:00 PM	Break
1:00 PM	Communication & notifications
1:30 PM	Business Hours
2:00 PM	Lab audit results
2:30 PM	References
3:00 PM	Pricing
3:30 PM	What information can & should you ask for in standard reports & during investigations
4:00 PM	Adjourn