

Section B8. Inspection/Acceptance Requirements For Supplies And Consumables

The procurement of supplies, equipment, and services must be controlled to ensure that specifications are met for the high quality and reliability required for each field and laboratory function. All equipment and material specifications used by contract laboratories or SWRCB or RWQCB SWAMP personnel in surface water quality monitoring are outlined in the respective laboratories operating procedures and policies. Equipment and materials are purchased independently by each SWAMP contract laboratory, by the SWRCB, or by respective RWQCB SWAMP staff. It is the responsibility of each staff person doing the ordering to inspect the equipment and materials for quality.

Upon receipt of materials or equipment, a designated employee receives and signs for the materials. The items are reviewed to ensure the shipment is complete and they are then delivered to the proper storage location. All chemicals are dated upon receipt. All supplies are stored appropriately and are discarded upon expiration date.