

Analytical Method Number Assignment

Chapter 9:

DOCUMENTATION
AHETF-9.D.O.

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1.0 PURPOSE AND SCOPE

- 1.1 This Standard Operating Procedure (SOP) describes how an Agricultural Handlers Exposure Task Force (AHETF) analytical method number is assigned. The Task Force Manager is responsible for tracking and assigning AHETF method numbers.

2.0 RESPONSIBILITY

- 2.1 The assignment of AHETF analytical method numbers will be the function of the AHETF Task Force Manager. This will ensure continuity and prevent duplication of method numbers, and enable the AHETF to keep accurate records of the individual methods prepared.

3.0 PROCEDURE

- 3.1 A unique AHETF analytical method number for each method will be assigned. It will consist of the form of AHETF-AM-nn, where nn is a two digit, sequential number beginning with 01. Example method numbers are:

AHETF-AM-01
AHETF-AM-02
AHETF-AM-03

- 3.5 The analytical method numbers will be assigned as follows:
 - a. The appropriate personnel shall contact the AHETF Task Force Manager for assignment of the next number in the analytical method series.
 - b. The AHETF Task Force Manager shall document the method number assigned and provide the number to the requesting personnel, the Study Director or other appropriate personnel.
- 3.6 Analytical method numbers will be tracked on a form maintained by the AHETF Task Force Manager and will contain the following:
 - a. Analytical method number
 - b. Method title
 - c. Method author (laboratory facility)
- 3.7 Revisions to AHETF analytical methods will be denoted by a version number, e.g. Version 1, Version 2, *etc...* The revision date, laboratory, and principal chemist who made any changes should also be noted on the revised method(s).