**[lab name]**

**Invalidation of Positive Bacterial Results due to Laboratory Error**

 **[#]**

**In Compliance with V1**

**VERSION #1.0 Effective date: January 1, 2024**

**APPROVED BY**

**Signature**

 **[name] Technical Manager**

**Signature**

 **[name] Quality Manager**

**New SOP**

**Revision History**

|  |  |
| --- | --- |
| Version number and effective date | Revisions made |
| V 1.0 January 1, 2024 | Conforms to TNI 2016 standards. |
|  |  |

# Table of Contents

[1 Table of Contents 3](#_Toc156902154)

[2 Invalidation of a bacterial sample due to error or accident 4](#_Toc156902155)

[3 References 4](#_Toc156902156)

[4 Definitions and Acronyms 4](#_Toc156902157)

[4.1 Definitions 5](#_Toc156902158)

[4.2 Acronyms 5](#_Toc156902159)

[5 Appendices 6](#_Toc156902160)

# Invalidation of a bacterial sample due to error or accident

The laboratory will provide the following if a water supplier is requesting that the State Water Board invalidate bacteriological sample(s) due to laboratory accident or error as described in Title 22, California Code of Regulations, Section 64425(a)(2).

* A letter from the laboratory Technical Manager to the water supplier confirming the laboratory accident or error and agreeing to the invalidation request.
* Complete sample identification, laboratory sample log number (if used), date and time of collection, date, and time of receipt by the laboratory, and date and time of analysis for the sample(s) in question.
* Complete description of the error alleged to have invalidated the result(s).
* Copies of all analytical, operational, and quality assurance records pertaining to the incident in question.
* Any observations noted by the laboratory personnel when receiving or analyzing the sample(s) in question.
* A Corrective Action Plan that contains a Root Cause Analysis of the laboratory accident or error, the corrective actions that will take place, and the date the finding(s) will be corrected.

The laboratory will communicate in writing when it disagrees with the request having determined no error or accident occurred.

# References

* *Management and Technical Requirements for Laboratories Performing Environmental Analyses*, The NELAC Institute (TNI), Rev 2.1, September 1, 2016
* *CCR 64814.00*
* *CCR 64425.(a).(2)*

# Definitions and Acronyms

Words specific to this document or used outside of their dictionary definition are defined here. Acronyms can be defined in the text above on their first appearance.

## Definitions

## Acronyms

# Appendices