

Questioned Documents Unit (QDU) Purchasing of Supplies and Services and Storage of Reagents and Consumables

1 Scope

This document applies to all employees in the QDU that purchase services and supplies or handle any reagents and/or consumables received and used in the unit. In addition, information may be found in the *FBI Laboratory Safety Manual*.

2 Procurement of Services and Supplies

Authorized QDU personnel will prepare a *Requisition for Supplies and Equipment* (FD-369) or other appropriate documentation for all services and supplies. Products and services that affect laboratory activities must comply with specifications defined within specific standard operating procedures. All requests for services and supplies will be reviewed and approved by the Unit Chief prior to ordering.

3 Documentation of Supplies

The receipt and accuracy of all purchased supplies will be confirmed by the person receiving the order. When items are received, they will be checked against the original FD-369 or appropriate document to ensure they are in agreement with one another. Electronic records of purchases will be maintained within the QDU.

4 Storage

Solvents, reagents, and other chemicals purchased for use will be stored in the proper storage facility until their intended use according to the manufacturer. Reagents made in-house will be stored in appropriate containers. At a minimum, labels will have the identity of the reagent and the date of preparation or lot number. Records maintained by QDU will identify who made the reagents and the components used in preparation.

5 Evaluation of Suppliers

Suppliers of products and services are evaluated by historical performance. If historical performance cannot be determined (e.g., a new company that provides a critical service or supply), the quality of the service or supply will be evaluated in the QDU. Records of these approved suppliers will be maintained in the QDU.

Rev. #	Issue Date	History
3	03/01/18	Title, deleted "Reception" and added "Purchasing of Supplies and Services and". 1 Scope, deleted "policy", added "document" "all employees in QDU that handle supplies," "and used" "unit" Under 2 Procurement of Supplies, deleted "Qualified", "or designee" "technical content", added "Authorized" "approval". Under 3 Documentation of Supplies, deleted "documented" "If they are, a check mark is placed next to each item on the invoice, packing slip, payment form, or comparable record and that record is initialed and dated." "R" in records, "of this evaluation" Added, "an accuracy" "confirmed" "Electronic" "purchases". Under 4 Storage, added, " , reagents, and other chemicals" Changed section title 5 Evaluation of Distributors to "5 Evaluation of Suppliers". Under section 5, deleted "Distributors" "supplies", "supply" "evaluations" "Shoeprint laboratory", and added "Suppliers", "supply", "service" "supply" "approved suppliers"
4	09/26/19	1 Scope, added "In addition, information may be found in the FBI Laboratory Safety Manual." Section 2 deleted "Critical supplies" added "Products and services that affect laboratory activities." Section 4 added "At a minimum, labels will have the identity of the reagent and the date of preparation or lot number. Records maintained by QDU will identify who made the reagents and the components used in preparation." Section 5 deleted "critical services and supplies" and added "products and services."

Approval

Redacted - Signatures on File

Questioned Documents
 Unit Chief

Date: 09/24/2019

Questioned Documents
 Technical Leader

Date: 09/24/2019

Footwear/Tire Tread
 Technical Leader

Date: 09/24/2019

QA Approval

Quality Manager

Date: 09/24/2019