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# Principles of good laboratory practice for chemists who provide laboratory services and their clients



## Introduction

These principles were developed to state in simple terms the overriding guidance behind all of the highly technical laboratory standard and guideline documents that have been created by professional organizations over the years. These principles are intended to assist both the providers and users of laboratory services by defining in a straightforward way the basic requirements for good laboratory practice.

## Principles

- 1 Good laboratory practice requires close communication and collaboration between clients, managers, and knowledgeable laboratory staff throughout the "Total Testing Process."\*
- 2 The management system used should permit the

appropriate selection of laboratory tests, with timely and reliable test performance, consistent with established goals for quality, accessibility, and cost.

- 3 Everyone involved in the "Total Testing Process" should have the required knowledge, skills, and abilities to properly perform his/her assigned tasks.
- 4 The risk-prone steps in the "Total Testing Process" should be identified and monitored continuously in order to prevent or minimize the adverse consequences of mistakes.
- 5 The accuracy of the analytic portion of the "Total Testing Process" should be established before testing is initiated and should be periodically assessed thereafter.
- 6 The reproducibility of the analytic portion of the "Total Testing Process" should be established before testing is initiated and should be monitored using quality control programs designed to evaluate the entire analytic procedure.
- 7 Goals for allowable inaccuracy, nonreproducibility, and timeliness of results should be consistent with management and client needs and with the state-of-the-practice.
- 8 It is the responsibility of everyone to maintain a safe environment for clients and staff.
- 9 Documentation is an essential process to ensure that all quality assurance activities have taken place, including those which periodically assess staff competency.
- 10 Continuous quality improvement (CQI) should be the overall objective of all laboratory practices taking into account such factors as cost-effectiveness, the development of new tests and technologies, deletion of obsolete tests, and staff training and retraining. ▣

\* The "Total Testing Process" consists of: the selection of appropriate tests or measurements to address the scientific question; proper preparation and collection, handling, and storage of samples; application of appropriate techniques and methods in performance of the test; timely and accurate reporting of the test results; and accurate interpretation of results with application to the question.