

	<i>American Association for Laboratory Accreditation</i>	
	C201 – SPECIFIC CHECKLIST: ANIMAL DRUG TESTING LABORATORY ACCREDITATION PROGRAM	Document Revised: December 19, 2011
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C201 – SPECIFIC CHECKLIST: ANIMAL DRUG TESTING LABORATORY ACCREDITATION PROGRAM

The following pages present the A2LA Animal Drug Testing Program in a checklist format. **The laboratory's policies and procedures must meet the full requirements of ISO/IEC 17025 and the Program Requirements.**

If the requirements include the need for a written policy, procedure or arrangement, that requirement statement in this checklist is shaded. Quality system documentation and supporting records must be available for the assessor's review.

Before the assessment, the laboratory is asked to complete all of the document reference identifiers associated with the each of the shaded requirements.

This helps both the laboratory and the assessor(s) prepare for the assessment and may save a significant amount of assessment time and cost. The appropriate “document reference” should include quality manual, laboratory manual, SOP, etc. references. The noted references should specify procedure number, page number and section number, if possible, where each checklist item is addressed.

Assessor Instructions: Review the laboratory’s documented quality system to verify compliance with the applicable documentation requirements. Assess to verify that the documented quality system is indeed implemented as described. Place a tick mark in the yes (Y), no (N) or not applicable (NA) space for each requirement (shaded and unshaded). Record comments related to any requirement on the space provided. Assess the laboratory’s technical competence to perform specific tests or specific types of tests. Record comments related to tests/calibrations on the Method Review Matrix. Verify that all field testing/calibration personnel and methods have been identified and submitted to A2LA. All deficiencies must be identified and explained in the assessor deficiency report.

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To the best of my knowledge, all laboratory document references below as well as actual laboratory practices have been assessed for compliance with the relevant clauses of the A2LA General Requirements for Accreditation of Laboratories. Any areas of noncompliance have been fully described in the Assessor Deficiency Report.

CAB Name:			
Address:			
Contact:			
Phone:		Email:	
Master Code:		Assessment ID:	
Certificate(s):		Conformity Standard:	
Assessment Dates:		Assessment Type:	
Assessor(s):		Assessor Signature(s):	
AcO:			



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Requirement	Reference	{RESERVED FOR A2LA ASSESSORS ONLY}			
		Compliance			Comments
		Y	N	NA	
4. MANAGEMENT REQUIREMENTS					
No additions					
5 TECHNICAL REQUIREMENTS					
5.1 General					
No additions					
5.2 Personnel					
No additions					
5.3 Accommodation and environmental conditions					
No additions					
5.4 Test and calibration methods and method validation					
5.4 A.1 The laboratory shall employ documented instructions on the handling and preparation of samples for testing, performance of all test procedures, and the use and operation of all relevant equipment and instruments. All instructions, manuals and reference data relevant to the work of the laboratory shall be maintained current and be readily available to the staff and shall include:					
5.4 A.1.1 clear, unambiguous instructions for equipment or instrument operation and method performance;					
5.4 A.1.2 dates of adoption of instructions and dates of technical changes;					
5.4 A.1.3 data on repeatability and reproducibility of					



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Requirement	Reference	{RESERVED FOR A2LA ASSESSORS ONLY}			Comments
		Compliance			
		Y	N	NA	
methods as appropriate; and					
5.4 A.1.4 identification of any known limitations of methods, such as applicable concentration ranges and possible interferences as appropriate.					
5.4 A.2 The laboratory shall:					
5.4 A.2.1 have an initial screening procedure for prohibited substances that specifies the minimum schedule of tests for samples before they can be reported as negative;					
5.4 A.2.2 document for each screening test how it decides which samples to follow up;					
5.4 A.2.3 determine and document the limit of detection for representative analytes for each method used; and					
5.4 A.2.4 check all data including those for negative results.					
5.5 Equipment					
5.5 A.1 The laboratory shall comply with local regulations covering the storage and handling of controlled substances.					
5.6 Measurement traceability					
No additions					



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Requirement	Reference	{RESERVED FOR A2LA ASSESSORS ONLY}			Comments
		Compliance			
		Y	N	NA	
5.7 Sampling					
No additions					
5.8 Handling of test and calibration items					
5.9 Assuring the quality of test and calibration results					
5.9 A.1 The laboratory shall have measures to ensure that incidences of "false-negative" and "false-positive" results are kept to a minimum including:					
5.9 A.1.1 blind submission of spiked samples or known positive and negative samples into the analytical system;					
5.9 A.1.2 participation in proficiency and blind sample testing from any of the following testing programs: The Association of Official Racing Chemists (AORC), The Iowa State University's International Interlaboratory Testing Program (IITP), Cornell University's Interstate Drug testing Alliance (IDTA) and the Testing Integrity Program, administered by the University of California-Davis.					
5.10 Reporting the results					
5.10 A.1 Each report shall contain at least the information required in the following clauses, including that which is required by the client: 5.10.2 a), b), d), f), g), i), j).					
5.10 A.2 In addition, each report shall contain the following information:					

Requirement	Reference	{RESERVED FOR A2LA ASSESSORS ONLY}			Comments
		Compliance			
		Y	N	NA	
5.10 A.2.1 Unique identification of every included page of the report (e.g., page 1 of 2, page 2 of 2);					
5.10 A.2.2 Sample identification or client number;					
5.10 A.2.3 Along with the signature of person authorized to issue the report, the date of authorization.					

Document Revision History

Date	Description
12/19/2011	Added CAB Information Block