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Surveillance Report**



IDENTIFICATION		
<b>Submitted By:</b> Simpson, Michael T	<b>Date:</b> 21-MAR-08	<b>Report Number:</b> 2008-SR-0100
<b>Division:</b> 20 – GEOSCIENCES & ENGINEERING		<b>Project Number:</b> N/A
<b>Quality Program:</b> GED (20) QAM		
<b>Associated Report:</b> N/A		
<b>Surveillance Scope:</b>  Material Laboratory practices: sample maintenance, chemical reagent maintenance, measuring and test equipment(M&TE), scientific notebooks.		
<b>References:</b>  QAP-001, QAP-002, TOP-004, TOP-012		
<b>Starting Date:</b> 20-MAR-08		<b>Ending Date:</b> 21-MAR-08
<b>Person(s) Conducting Test/Exam/Procedure:</b> M. Simpson		
<b>Satisfactory Findings:</b>  General Observations:  Only a couple of Materials Lab experiments remain active and very little has changed in the lab since it was previously reviewed. No new samples or raw materials have been purchased or otherwise obtained; existing samples and custody logs remain satisfactory. No new chemical reagents have been purchased or obtained. Existing inventory is properly stored and labeled. M&TE is appropriately labeled and within calibration intervals. Notebooks 794, 771, 796, 718, and 791 were reviewed and found to be satisfactory. Personnel contacted: Brian Derby, Materials Lab Technician (Div. 18)		
<b>Unsatisfactory Findings:</b>  None		
<b>Recommendations/Actions:</b>  General Note to File (not a formal recommendation): Unlike in the Geochem Lab, the Materials Lab technician maintains hard copies of all relevant MSDSs. Current SwRI procedures require only electronic maintenance of MSDSs but the technician believes that a greater safety margin is achieved by having ready access to the information by all lab personnel and visitors. The reviewer considers this to be a good practice.		
<b>Equipment Calibration:</b>  See Satisfactory Findings above.		
<b>SwRI cc:</b> Axler, Keith M (20), Brient, Robert D. (20), He, Xihua (20), Mohanty, Sitakanta (20), Patrick, Wesley C. (20), Sagar, Budhi (20)		
APPROVALS		
<b>QA Approval:</b> Brient, Robert D.		<b>Date:</b> 24-MAR-08

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