A126 – TOXICOLOGY CHECKLIST

Revision #1.3

January 3, 2020

Laboratory Name: _____

Appendix Name: _____

Appendix Number: _____

Assessor: _____

Date: _____

CALA

Trust, measured accurately

ASSESSOR NOTES:

Clause 17025:2017	Requirement	Document Review 1 2 3	Implementation 1 2 3
	SELECTION, VERIFICATION AND VALIDATION OF METHODS		
7.2.1.1	All necessary successive steps in the test procedure (including details on reagents, test organisms, etc.) are appropriate.	☐ ☐ ☐	☐ ☐ ☐
7.2.1.2	The current authorized test method and supporting work instructions are available to the analyst	☐ ☐ ☐	☐ ☐ ☐
7.2.1.3	The test method is based on the latest valid edition of a published reference method. The test method is supplemented with additional details to ensure consistent application. (If this is an Environment Canada method, supplemental checklists are available to verify these steps).	☐ ☐ ☐	☐ ☐ ☐
7.2.1.5	For standard reference methods, there is verification data to demonstrate that the lab can perform the method.	☐ ☐ ☐	☐ ☐ ☐

Clause 17025:2017	Requirement	Document Review 1 2 3	Implementation 1 2 3
7.2.2	Where reference methods have been modified or use outside their intended scope, or where an in-house method is being used, there is method validation data and a statement that the method is fit for its intended use.	☐ ☐ ☐	☐ ☐ ☐
	SAMPLE HANDLING		
7.4	The laboratory has appropriate procedures for sample handling and storage, so as to protect the integrity of the samples. Instructions include, but are not limited to:	☐ ☐ ☐	☐ ☐ ☐
	field filtration;	☐ ☐ ☐	☐ ☐ ☐
	chemical preservation;	☐ ☐ ☐	☐ ☐ ☐
	sample containers;	☐ ☐ ☐	☐ ☐ ☐
	storage conditions and holding time.	☐ ☐ ☐	☐ ☐ ☐
	Sampling and Sub-sampling		

Clause 17025:2017	Requirement	Document Review 1 2 3	Implementation 1 2 3
7.3	Sampling plans for samples are based on appropriate statistical methods and that the sampling process addresses the factors to be controlled to ensure the validity of the results; i.e.,	☐ ☐ ☐	☐ ☐ ☐
	Sampling/sub-sampling methods are available and followed;	☐ ☐ ☐	☐ ☐ ☐
	Sampling plans are statistically based;	☐ ☐ ☐	☐ ☐ ☐
	Appropriate drying temperature is used (for solid matrices);	☐ ☐ ☐	☐ ☐ ☐
	Dust loss and cross-contamination are minimized (for solid matrices);	☐ ☐ ☐	☐ ☐ ☐
	Sample size reduction generates a representative portion for subsequent work;	☐ ☐ ☐	☐ ☐ ☐
	Uncertainty of sample size reduction steps is known through the introduction of random duplicates;	☐ ☐ ☐	☐ ☐ ☐
	Field sampling generates representative samples, and duplicates are routinely taken.	☐ ☐ ☐	☐ ☐ ☐

Clause 17025:2017	Requirement	Document Review 1 2 3	Implementation 1 2 3
6.4.1	Test organism history requirements are: 1) appropriate; 2) documented; and 3) implemented; e.g.,	☐ ☐ ☐	☐ ☐ ☐
	culture and/or holding conditions (i.e., temperature, water quality and associated variables, illumination, loading density);	☐ ☐ ☐	☐ ☐ ☐
	quarantine requirements;	☐ ☐ ☐	☐ ☐ ☐
	acclimation requirements;	☐ ☐ ☐	☐ ☐ ☐
	feeding requirements;	☐ ☐ ☐	☐ ☐ ☐
	disease control and treatment.	☐ ☐ ☐	☐ ☐ ☐
	METHOD QUALITY CONTROL		
7.7	Method quality control is: 1) appropriate; 2) documented; and 3) implemented; e.g.,	☐ ☐ ☐	☐ ☐ ☐
	replicates to monitor precision;	☐ ☐ ☐	☐ ☐ ☐
	reference toxicant;	☐ ☐ ☐	☐ ☐ ☐
	lab control;	☐ ☐ ☐	☐ ☐ ☐

Clause 17025:2017	Requirement	Document Review 1 2 3	Implementation 1 2 3
	control culture to monitor biological response;	☐ ☐ ☐	☐ ☐ ☐
	control sample to monitor toxic response;	☐ ☐ ☐	☐ ☐ ☐
	trend analysis (e.g. control charting - see P07);	☐ ☐ ☐	☐ ☐ ☐
	criteria to identify method non-conformances;	☐ ☐ ☐	☐ ☐ ☐
	procedures to evaluate interference (see P07);	☐ ☐ ☐	☐ ☐ ☐
	culture health	☐ ☐ ☐	☐ ☐ ☐
	taxonomic verification	☐ ☐ ☐	☐ ☐ ☐
	PT, as per P02-03; lab follows up on any unsatisfactory results.	☐ ☐ ☐	☐ ☐ ☐
	TEST METHOD CONTENT		
7.2.1.2	Other Work Instructions/Procedures All necessary supporting work instructions are current and readily available; e.g.,	☐ ☐ ☐ _____ _____ _____	☐ ☐ ☐ _____ _____ _____
	glassware cleaning procedures;	☐ ☐ ☐	☐ ☐ ☐
	supporting test methods;	☐ ☐ ☐	☐ ☐ ☐

Clause 17025:2017	Requirement	Document Review 1 2 3	Implementation 1 2 3
	equipment instruction manuals;	☐ ☐ ☐	☐ ☐ ☐
	requisite reference texts;	☐ ☐ ☐	☐ ☐ ☐
	computer software related procedures.	☐ ☐ ☐	☐ ☐ ☐

Clause11 7025: 2017	Requirement	1 2 3
	CONDUCT OF TESTING	
7.2.1.1	The test procedure and all supporting work instructions are performed as documented.	□ □ □
	EQUIPMENT	
6.4.1	All instruments required for the test procedure are available, functioning properly, capable of achieving the required accuracy, compliant with specifications, checked and calibrated before use, uniquely identified, and safeguarded from adjustments that would invalidate results.	□ □ □
6.4.1	All support equipment* required for the test procedure is available and functioning properly. * includes computers.	□ □ □
6.4.9	Out of service equipment is clearly isolated or clearly labeled or marked as being out of service, and equipment is checked and validated before return to service.	□ □ □
	SUPPLIES	
6.4.1	All supplies required for the test procedure are available and meet requisite requirements and/or specifications. * * includes test organisms, reagents, reference materials, cultures and feed materials.	□ □ □

Clause11 7025: 2017	Requirement	1 2 3
6.3	All supplies are stored under appropriate conditions (e.g., 1-4 degrees C) and in a manner that satisfies requirements for safety, security, separation of incompatible materials, and ease of retrieval.	□ □ □ _____ _____ _____ _____ _____
6.4.8	All reagents and media are labeled with material, concentration or purity, date prepared and/or expiry date and that all information required to properly identify test organisms appears on their vessels/containers.	□ □ □ _____ _____ _____ _____ _____
	RECORD KEEPING	
	Records related to the performance of the test method are retained; e.g.,	□ □ □ _____ _____
7.5	analyst worksheet or notebook[1];	□ □ □
	record of non-conformances and actions taken [2];	□ □ □
	reagent preparation log [3];	□ □ □
	equipment maintenance log [4];	□ □ □

1 includes, as appropriate, calibration data, test data (including QC data), experimental variables (e.g., temperature, etc.); analyst ID; sample ID; equipment ID; test organism lot no.; test method ID; date and time of test.

2 includes, as appropriate, non-conformances related to: test method variances; sample history; method performance; interferences; and data validation.

3 includes, as appropriate, supplier, grade, batch no.; dates of preparation or verification; measurement of weights, volumes, time intervals, temperatures and related calculations; relevant processes (e.g., pH adjustment, sterilization); verification results; discard date.

4 includes, as appropriate, identity of the item of equipment and its software; manufacturer, model, serial no.; checks that equipment complies with lab specifications; date commissioned; repair and maintenance history; calibration history; any damage, malfunction or modification to the equipment; location.

Clause11 7025: 2017	Requirement	1 2 3
	test organism maintenance log [5];	☐ ☐ ☐
	records of gravimetric traceability [6];	☐ ☐ ☐
	records of volumetric traceability [7];	☐ ☐ ☐
	records of temperature traceability [8].	☐ ☐ ☐

5 includes, as appropriate, species, age, source, lot no.; arrival date; arrival condition; vessel ID; acclimation history; culture and/or holding history including loading density, temperature, illumination and water quality; feeding history; health history including disease, treatment and mortality; disposal date.

6 includes, as appropriate, traceability of balance and/or weights to a national standard, and daily or as-used checks (see A61- 01 CALA Traceability Policy).

7 includes, as appropriate, traceability of auto pipettes, dilutors, etc., that play a defining role in analytical accuracy, and daily or as-used checks (see A61-01 – CALA Traceability Policy).

8 includes, as appropriate, traceability of working thermometers to a national standard for those thermometers that measure temperatures that play a defining role in analytical uncertainties (see A61-01 - CALA Traceability Policy)