



MODULE 2F

FOOD LABORATORY ACCREDITATION PROGRAM (FOODLAP) SPECIFIC ADDITIONAL REQUIREMENTS

2F.1 SCOPE

The American Industrial Hygiene Association Laboratory Accreditation Programs (AIHA-LAP), LLC's Food Laboratory Accreditation Program (FoodLAP) is intended for all laboratory, company, government, trade, and independent organizations that perform tests on food products and associated ingredients, including but not limited to, raw agricultural commodities, finished food product, ingredients, in-process samples and associated environmental samples. Food testing laboratories may become accredited for any or all of the Fields of Testing (FoT) in the following testing areas: Chemistry, Microbiology and Residue Chemistry (for a list of AIHA-LAP, LLC-approved proficiency testing providers see the web site, www.aihaaccreditedlabs.org). Food laboratories performing microbiological testing may perform qualitative and/or quantitative analyses for bacteria, yeasts, fungi, protozoa, and viruses. The microbiological procedures may include testing of pathogens such as *Salmonella species*, *Staphylococcus aureus*, *Listeria monocytogenes* and *Bacillus cereus*, *E. coli* O157:H7 and other sanitation-related tests (e.g., fecal coliform). Food laboratories performing chemical analyses may perform tests such as fat, protein, salt, vitamins and minerals content, associated with nutritional labeling. Residue chemistry testing laboratories may focus on analysis of halogenated hydrocarbons, pesticides, sulfonamides, nitrosamines, and toxic elements.

The requirements listed here, and in Modules 2A, are not intended to replace or supersede any laboratory requirements specified in other Food Laboratory recognition programs, such as Federal or State programs, that AIHA-LAP, LLC laboratories may participate in. Such requirements shall remain in effect, in addition to the AIHA-LAP, LLC program requirements, for those laboratories participating in the AIHA-LAP, LLC Food Laboratory Accreditation Program and an approved food proficiency testing program.

2F.2 FACILITIES AND EQUIPMENT

The laboratory shall have space, facilities, and equipment adequate for the scope of services to be accredited, and the facility and equipment shall meet all the appropriate requirements.

2F.2.1 Microbiology Laboratories

The most current biosafety level guidelines are defined by the Centers for Disease Control (CDC), the World Health Organization (WHO), and the AIHA-LAP, LLC. Microbiology laboratories seeking/maintaining accreditation shall have the following, as a minimum:

2F.2.1.1 Procedures addressing laboratory access, ventilation, prohibited practices, and decontamination.

2F.2.1.2 Compound microscopes with low and high power. Microscopes must be serviced at least annually and documentation maintained.

2F.2.1.3 Class II biological safety cabinet whose performance has been certified according to NSF Standard 49 (or national equivalent outside the United States). Cabinets shall be certified annually and documentation maintained.



2F.2.1.4 Proper ventilation of laboratory hoods and instruments, according to current acceptable standards (e.g., ASHRAE).

2F.2.1.5 A steam sterilizer or autoclave with functioning temperature and pressure gauges.

2F.2.1.6 Adequate services, such as electricity, water, vacuum source, hand washing facilities, and appropriate infectious and chemical waste storage, treatment, and disposal procedures.

2F.2.1.7 Proper facilities and equipment for chemical storage and disposal of used containers, chemicals, and refuse.

2F.2.1.8 Incubator(s) with temperature settings appropriate for scope of work performed at the laboratory.

2F.2.2 Chemistry Laboratories

All facility and equipment requirements for the chemistry and residue chemistry laboratories can be found in Module 2A of this document.

2F.3 PERSONNEL

2F.3.1 Technical Manager (TM)

The TM shall have at least three (3) years relevant analytical experience in addition to the requirements in AIHA-LAP, LLC Policy Module 2A.

2F.3.2 All laboratory staff members shall be trained in the routine tests and supporting activities for any procedure they conduct. Objective measurements, such as the analysis of blind spike samples, or duplicate samples, shall be used to assess competency at the completion of any training. For the purposes of reporting results to customers, analysts shall be permitted to perform only those test procedures for which they have completed training and shown competency. A system to assess continued competency shall be employed at the laboratory and all training records must be maintained.

2F.3.3 For non-routine testing procedures, the analysts shall have the required knowledge, skills and abilities to adequately perform their assigned tasks. Proof of such testing capabilities shall be documented.

2F.4 ANALYTICAL METHODS

In addition to the requirements in AIHA-LAP, LLC Policy Module 2A, the following requirements apply to laboratories seeking FoodLAP accreditation.

2F.4.1 Laboratories shall use methods that are recognized nationally and internationally including, but not limited to, the following sources: EPA, AOAC International Official Methods of Analysis, Compendium of Methods for the Microbiological Examination of Foods (CMMEF), American Public Health Association (APHA), FDA Bacteriological Analytical Manual, U.S. Department of Agriculture (USDA), U.S. Pharmacopeia (USP), and Standard Methods for the



Examination of Dairy Products. The laboratory shall obtain customer agreement before using any of these methods for customer samples.

2F.4.2 When a laboratory must use a method that is not recognized nationally or internationally (see Section 2F.4.1), the laboratory shall validate the procedure according to AIHA-LAP, LLC Policy Module 2A, Section 2A.5.4, document the validation process, and maintain the appropriate records. The laboratory shall obtain customer agreement before using the method for customer samples.

2F.4.3 Prior to analysis, sample integrity must be maintained through proper storage and handling conditions. Such conditions shall be documented.

2F.4.4 The laboratory shall have Standard Operating Procedures (SOPs) to address all areas of laboratory responsibility with respect to sample handling and analysis. These responsibilities may include: sampling, transportation, storage, and preparation of test items, QA/QC procedures, and equipment calibrations.

2F.5 QUALITY ASSURANCE / QUALITY CONTROL

Routine QA/QC procedures shall be an integral part of laboratory procedures and functions. These shall include the following in addition to those defined in Module 2A. For qualitative microbiological determinations, some of the statistical requirements in Module 2A may not fully apply.

2F.5.1 The laboratory shall have documented procedures and appropriate facilities to avoid deterioration, damage, or cross contamination of any test item or sample during storage and handling. All necessary environmental conditions, including special security arrangements for sample integrity as needed for some samples, shall be established, maintained, monitored and recorded.

2F.5.2 All method specific quality control requirements shall be met. All statistical approaches required by the published method shall be used to verify data acceptability.

2F.5.3 The laboratory shall include reference cultures (RC) and/or certified reference cultures (CRC), when available, with all test batches for all microbiological tests. The data obtained from the RC and/or CRC (when available) shall be used to verify the acceptability of the sample media, evaluate laboratory performance, and support the validity of the test procedure(s).

2F.5.4 Chemistry laboratories shall include certified reference materials (CRMs), when available, with all test batches. If a CRM is not available, then an internally developed reference material may be used. The data obtained from the CRM or other reference material shall be used to verify the acceptability of the reagents and other supplies, evaluate laboratory performance, and support the validity of the test procedure(s).

2F.5.5 The laboratory shall comply with any specific food safety program that requires the use of blind samples to monitor analyst proficiency. Such compliance shall be supported within the SOP for the given procedure and the data shall be documented, including the review and approval process, within the laboratory record keeping system.



2F.6 SAFETY AND HEALTH

Laboratories participating in the FoodLAP are expected to follow all applicable federal, state, and local regulations regarding safety, health, environment or transportation. As part of the application for accreditation or reaccreditation and on behalf of the organization seeking accreditation, the Technical Manager shall provide a written statement that the laboratory complies with all applicable standards. Failure to comply with applicable federal, state, and local regulations may result in denial, suspension or revocation of FoodLAP accreditation. The assessor shall not perform a safety inspection of the laboratory. However, the assessor will verify that the laboratory has a safety manual that is reviewed annually, and includes handling and disposal procedures for biological wastes, chemical wastes, toxic materials, and biohazards and addresses spill response procedures.

2F.7 REFERENCES

2F.7.1 AOAC International Accreditation Criteria for Laboratories Performing Food Microbiological and Chemical Analyses in Foods, Feeds, and Pharmaceutical Testing, 2001.

2F.7.2 Evaluation of Milk Laboratories, U.S. Department of Health and Human Services, Public Health Service, Food and Drug Administration, 1995.

2F.7.3 Accredited Laboratory Program, U.S. Department of Agriculture, Food Safety and Inspection Service, 1997.

2F.7.4 Trichina Certification Program, Procedures and Checklists, Agricultural Marketing Service, 1995.

2F.7.5 Pasteurized Egg Products Recognized Laboratory Program, U.S. Department of Agriculture, Food Safety and Inspection Service.

2F.7.6 National Laboratory Accreditation Program, U.S. Department of Agriculture.