

Training References as of September, 2014

Title	Reference Information	Website/Location	Cost	Date accessed
Mapping Work Processes	ASQ; Dianne Galloway	Order from Amazon http://www.amazon.com/s/ref=nb_sb_noss?url=search-alias%3Daps&field-keywords=ASQ%3B%20Dianne%20Galloway		9/1/14
The Mentoring Group	Mentoring info/training	www.mentoringgroup.com		9/1/14
Root Cause Analysis for Beginners	Rooney, J. and Vanden Heuvel, L., ASQ, Quality Progress, July 2003, pp 45-53	https://servicelink.pinnacol.com/pinnacol_docs/lp/cdrom_web/safety/management/accident_investigation/Root_Cause.pdf		9/1/14
Instrument Calibration	Arizona Department of Health and safety	http://www.azdhs.gov/lab/license/resources/calibration-training.htm		9/1/14
State Assessor Calibration Policy	Arizona Department of Health and safety	http://www.azdhs.gov/lab/license/resources/resources.htm		9/1/14
CIFOR Toolkit/website	CIFOR	http://cifor.us/toolkit.cfm		9/1/14
Second edition, CIFOR Guidelines for Foodborne Disease Outbreak Response	CIFOR	http://www.cifor.us		9/1/14
The Measurement of Mass and Weight	National Physical Laboratory, UK	http://resource.npl.co.uk/docs/science_technology/mass_force_pressure/clubs_groups/instmc_weighing_panel/massnweight.pdf		9/1/14
Errors in weighing when using a single-pan balance	Journal of Clinical Pathology	http://www.ncbi.nlm.nih.gov/pmc/articles/PMC497688/?page=1		9/1/14
FDA ORA Laboratory Manual		http://www.fda.gov/ScienceResearch/FieldScience/LaboratoryManual/default.htm		9/1/14

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The Basics of Corrective Action e-book	Paton Professional Publishing	http://www.patonprofessional.com/ebooks/	\$9.99	9/1/14
Root Cause Analysis	Paton Professional Publishing	http://www.patonprofessional.com/ebooks/	\$26.95	9/1/14
The Preventive Action Handbook	Paton Professional Publishing	http://www.patonprofessional.com/ebooks/	\$26.95	9/1/14
Document Control	Paton Professional Publishing	http://www.patonprofessional.com/ebooks/	\$26.95	9/1/14
The Management Review Handbook	Paton Professional Publishing	http://www.patonprofessional.com/ebooks/	\$29.95	9/1/14
The Corrective Action Handbook	Paton Professional Publishing	http://www.patonprofessional.com/ebooks/	\$29.95	9/1/14
1-5 year 13-phase plan customized to Agriculture and Markets Food Testing, Health Laboratories to accreditation to ISO/IEC 17025:2005 .	Becker-Dale Consulting ¹ (see reference at the end of the table below)	www.beckerdaleconsulting.com		9/1/14
Learning Center	Artel (pipetting)	http://www.artel-usa.com/learning/default.aspx?id=3822		9/1/14
<u>Compendium of Methods Microbiological Examination of Foods</u>	APHA-eBook being updated in 2014-15-new chapters already on-line	http://ajph.aphapublications.org/doi/book/10.2105/MBEF.0222	\$95/member or \$150 non-member	9/1/14
<u>Official Methods of Analysis</u>	AOAC International-online version or hard copy version	http://www.eoma.aoac.org/	with membership	9/1/14

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<u>Laboratory Information Bulletins</u>	FDA Methods	http://www.fda.gov/ScienceResearch/FieldScience/ucm231463.htm		9/1/14
<u>Guidelines for the Validation of Chemical Methods for the FDA Foods Program</u>	FDA Chemistry Validation Guidelines, March 2012	http://www.fda.gov/downloads/ScienceResearch/FieldScience/UCM298730.pdf		9/1/14
<u>Guidelines for Validation of Analytical Methods for the Detection of Microbial Pathogens in Foods</u>	FDA Microbiology Validation Guidelines, Sept 2011	http://www.fda.gov/downloads/ScienceResearch/FieldScience/UCM273418.pdf		9/1/14
<u>FDA Bacteriological Analytical Manual Online (BAM)</u>	FDA Methods	http://www.fda.gov/Food/FoodScienceResearch/LaboratoryMethods/ucm2006949.htm		9/1/14
<u>USDA FSIS Microbiological Laboratory Guidebook</u>	USDA FSIS Methods	http://www.fsis.usda.gov/wps/portal/fsis/topics/science/laboratories-and-procedures/guidebooks-and-methods/microbiology-laboratory-guidebook/microbiology-laboratory-guidebook		9/1/14
<u>FDA CFSAN Laboratory Quality Assurance Manual</u>	FDA Lab QA Manual	http://www.fda.gov/Food/FoodScienceResearch/LaboratoryMethods/ucm2006948.htm		9/1/14
<u>FDA Microanalytical Procedures Manual</u>	FDA Methods for filth	http://www.fda.gov/Food/FoodScienceResearch/LaboratoryMethods/ucm2006953.htm		9/1/14

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<u>FDA Pesticide analytical Methods (PAM)</u>	FDA Pesticide Analytical methods	http://www.fda.gov/Food/FoodScienceResearch/LaboratoryMethods/ucm2006955.htm		9/1/14
<u>FDA ORA Laboratory Manual</u>	FDA Field Methods	http://www.fda.gov/ScienceResearch/FieldScience/LaboratoryManual/default.htm		9/1/14
<u>Health Canada Compendium of Analytical Methods</u>	Health Canada Food Testing Methods	http://www.hc-sc.gc.ca/fn-an/res-rech/analy-meth/microbio/index-eng.php		9/1/14
<u>ISO 17025:2005 Revisions Quality Manual Template</u>	AOAC International-CD-ROM format	http://www.aoac.org/iMIS15_Prod/aoac/AOAC_Member/BS/11520.aspx	\$300.00	9/1/14
<u>ALACC-AOAC International Guidelines for Laboratories Performing Microbiological and Chemical Analyses of Food and Pharmaceuticals- An Aid to the Interpretation of ISO/IEC 17025:2005</u>	AOAC International- online version or hard copy version	https://my.aoac.org/source/Orders/index.cfm?section=Orders&task=1&CATEGORY=ACCRED&DESCRIPTION=Accreditation&CFTOKEN=49663089&continue=1&SEARCH_TYPE=find	\$155 hardcopy	9/1/14

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<u>INTERNATIONAL Methods Committee Guidelines for Validation of Microbiological Methods for Food and Environmental Surfaces</u>	AOAC International- 2/24/12 version of Appendix J	http://www.aoac.org/imis15_prod/AOAC_Docs/StandardsDevelopment/oma_appendix_j.pdf		9/1/14
<u>AOAC Laboratory Management Systems and Accreditation references</u>	AOAC International	http://www.aoac.org/imis15_prod/aoac/AOAC_Member/Pubs/Guides/References.aspx		9/1/14
<u>A Primer: Good Laboratory Practice and Current Good Manufacturing Practice</u>	Agilent Technologies 2000-2002	http://www.chem.agilent.com/Library/primers/Public/59886197.pdf		9/1/14
<u>ISO 17025:2005 Laboratory Competence-Free ISO Requirements Guide</u>	IMSM Inc. Colorado	http://local.imsi.com/colorado/iso-17025/?gclid=CMDd0Z_90bUCFe9aMgod7wEAHQ		9/1/14

¹ Becker-Dale Consulting (BDC) has developed a 5 year 13 phase plan customized to prepare Agriculture and Markets Food Testing, Health laboratories for accreditation in accordance with the ISO/IEC 17025: 2005 International Standard. Our team has extensive experience training and preparing state agency forensic micro molecular biology laboratory systems and agriculture / health laboratories to operate in accordance with the ISO/IEC 17025: 2005 International Standard requirements. Our team of experienced laboratory managers and American Society of Quality certified auditors is perfectly suited to assist state Department of ISO/IEC 17025: 2005 Accreditation Preparation for Agriculture or Health laboratories for accreditation. Year 1 consists of an extensive training and gap analyses with assessment of specific tests performed by your laboratory. We then select for our team American Society of Quality (ASQ) certified auditor(s) to assess specific technical requirements (e.g. 5.4 Test Methods & 5.9 Assuring Quality of Test Results). Next, we provide your staff extensive training on how their daily work impacts the quality management system and services provided to the customer. Training consists of on-site interactive instruction, demonstrations and exercises delivered with adult learning concepts covering all criteria of the ISO/IEC 17025: 2005 International Standard enhanced with Ethics, Quality Control, Internal Auditing and How to Write Policies and Procedures. We then work with you as a team to write your policies and procedures for all ISO/IEC 17025: 2005 criteria. On-site instruction is blended with off-site assistance, and bi-monthly on-site visits to monitor progress. Year 1 develops the foundation of your quality management system. The main goal being the development of clearly written, understood and used policies and procedures in accordance with ISO/IEC 17025: 2005 International Standard requirements. Year 2 implements the quality management system with newly developed policies, procedures, followed by internal audit training, audits, remediation and corrective actions. BDC regularly schedules on site visits to monitor the implementation of the new policies and procedures. Year 3 and 4 continues operations and audits using the new quality management system followed by application to an external accrediting body for accreditation in year 5.

BDC's implementation plan delivers the foundation for your laboratory to operate in accordance with ISO/IEC 17025: 2005 International Standard, apply for accreditation and is scalable to accommodate additional disciplines and laboratories. Your laboratory ISO/IEC 17025: 2005 quality management system will also be integrated with all applicable local and federal guidance, policies, rules and regulations (e.g. Food Safety Modernization Act).

BDC can develop a customized preparation plan and timeline to meet your laboratory requirements. We look forward to discussing your unique requirements and how we may provide any assistance.

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