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Office of the Texas State Chemist Standard Operating Procedures by Title

1. [Guidelines for Qualifying Laboratories for Use Appeals](#)
2. [Handling of Portion and Referee Sample Requests](#)
3. [Handling Checklist for Special Projects Analytical Services](#)
4. [Subcontracting of Laboratory Tests](#)
5. [Procedure for Purchasing Services and Supplies](#)
6. [Preparation, Preservation, Storage and Retention of Samples](#)
7. [Protocol for the Use of Laboratory Balances](#)
8. [Method for the Four-Corner Mixing of Inhomogeneous Samples](#)
9. [Proper Use and Labeling of Chemicals and Expiration Dates \(Inventory Control Number System\)](#)
10. [Quality Control Quality Assurance Document for use with Pipets and Dispensers](#)
11. [Standard Operating Procedure for the Proper Handling of Working Controls](#)
12. [Standard Operating Procedure for the Proper Handling of Samples](#)
13. [General guidelines for documentation in the Agricultural Analytical Services Laboratory](#)
14. [Laboratory Analysis Quality Audit Checklist](#)
15. [Quality System Internal Audit Checklist](#)
16. [Dixon Outlier Test](#)
17. [Proper Use of Laboratory Notebooks](#) (Supplement - [Laboratory Notebook Documentation Checklist](#))
18. [Protocol for Equipment Maintenance and General Guidelines for Calibration Procedures](#)
19. [Instrument Selection and Purchase](#)
20. [Validation of New Methods of Analysis](#)
21. [Document Control and Management](#)
22. [Control of Non Conforming Work](#)
23. [Improvement and Preventative Action Procedure](#)
24. [Corrective Action Procedure](#)
25. [Control of Records Procedure](#)
26. [Management Review Procedure](#)
27. [Facilities and Environmental Conditions](#)
28. [Reporting Laboratory Data](#)
29. [Contingency Plans for the Handling, Reporting, Transferring, and Disposal of Select Agents and Toxins](#)

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30. [Standard Operating Procedure for the Ordering, Receiving, Storage, and Inventory Control of Select Agents \(Exempt\) and Toxins \(Permissible Amounts\)](#)
31. [Statistical Quality Control Using Excel](#)
32. [Laboratory Glassware/Plastic ware Cleaning Procedures](#)
33. [Laboratory Manual](#)
34. [Calculating Measurement Uncertainty](#)
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51. [Guidelines for Shipping HAZMAT from the Office of the Texas State Chemist](#)
52. [Guidelines for Receiving Shipments Delivered to the Office of the Texas State Chemist](#)