

Summary - Transfer of Analytical Methods

Responsibilities of the Transferring laboratory qualified personnel include: i). Identify the qualified personnel to lead, execute, and complete the transfer activities. If a facilitator or 3rd laboratory is used, then their responsibilities should also be identified; ii). Provide method specific information to the Receiving Laboratory qualified personnel; iii). Provide method specific training and support to Receiving Laboratory qualified personnel, as applicable; iv). Generate, review, and approve transfer documents; etc.

The Transfer Plan Document(s) should detail the following: i). The test(s) to be transferred, ii). The modes of transfer; iii). The justification for the modes of transfer selected; and iv). Pre-determined acceptance criteria.

If Acceptance Criteria are Not Met, qualified personnel at the participating laboratories should conduct an investigation to identify the potential cause(s) of the failure.

If the root cause for the failure is attributed to the testing laboratories or the transfer strategy, additional testing may be necessary and documented in a contingency testing plan.

If the qualified personnel at the participating laboratories determine that the transfer effort is to be discontinued, the reason for this determination should be documented and approved by the qualified personnel at the Transferring and Receiving Laboratories.

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