United States Department of Agriculture
Center for Veterinary Biologics

Standard Operating Policy/Procedure

Reference and Reagent Review and Release

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INTERNAL USE ONLY

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1. Purpose

The purpose of this document is to describe the reference and reagent review, and release procedure used by the Center for Veterinary Biologics (CVB).

2. Scope

This document is intended to establish a process for reviewing and managing records for the release of CVB reagents and references (see **Section 3**) that are critical components in biological testing. This release procedure is for reagents and references qualified by the CVB, either manufactured by the CVB or other entities, for distribution to biologics firms or others outside of the CVB. Limited-Use Biologics are excluded from the scope of this document. Also, this process is not intended to apply to the references or reagents produced by biologics firms for their own master seed or release tests that do not require CVB references or reagents.

3. Definitions

3.1 Critical Component: A biologic reagent or reference that provides integral properties required by a test system to directly support a result or test validity.

3.2 CVB Reagent and Reference Catalog: A current list of reagents and references supplied by the CVB that are supported by a Reagent/Reference Folder, excluding Limited-Use Biologics.

3.3 [redacted]

3.4 [redacted]

[redacted]

3.5 Production Protocol: The term used to designate a specialized SOP describing a specific way to carry out a production process used in the CVB Laboratory.

3.6 Reference/Reagent Folder: A single, well-organized file that includes all pertinent records associated with the reagent or reference.

3.7 Standard Test Reagent (Reagent): This is a serum, antitoxin, fluorescent antibody conjugate, toxin, virus, bacterial culture, or antigen to be used in test systems but not for direct comparison with serials of biological products under test.

3.8 Standard Reference Preparation (Reference): This is a serum, virus, bacterial culture, cell, or antigen to be used in test systems for direct comparison with serials of biological products under test.

3.9 Section: In this document, "Section" refers to the Section within the CVB preparing the reagent or reference.

4. Policies and Objectives

The reference and reagent review and release procedure shall meet any applicable standards within title 9, *Code of Federal Regulations* (9 CFR), part 113, and of the quality system of the Laboratory. This procedure is intended to provide a scientifically valid and consistent process for the release of reagents and references for use. In addition, this reference and reagent review and release procedure is designed to facilitate the continuous improvement of CVB reference materials and reagents supplied to the biologics industry and others.

5. Roles and Responsibilities

5.1 Staff: Members of the CVB staff are responsible for following all procedures associated with reagent and reference preparation review and release. The staff is also responsible for following currently accepted good manufacturing and laboratory practices in the production and evaluation of reagents and reference preparations.

5.2 Management: CVB management is responsible for final review and approval of all information contained in the Reagent Folder and for providing resources and training required by staff to produce quality references and reagents.

6. Processes

6.1 In the case of a CVB-produced reference or reagent, all documentation regarding the production and testing of the reagent or reference is organized in a Reagent/Reference Folder. [redacted]

6.2 In the case of third-party acquired references or reagents, the Section Leader or designee shall ensure copies of the production records, negotiated contract, or any other paperwork associated with the reagent or reference is included in the Reference/Reagent Folder.

6.3 Following completion of the reference or reagent, the manufacturing Section shall review the contents of the Reference/Reagent Folder and sign **CVB-FRM-0009**. Their dated signature indicates that 1) the records were found to be legible and complete, and 2) all of the required information and testing is contained in the Reference/Reagent Folder.

Note: The manufacturing Section review shall not be completed by the primary individual who produced the reagent.

6.4 Following the manufacturing Section review, the Section Leader or their designee shall review the contents of the Reference/Reagent Folder and sign **CVB-FRM-0009**. Their dated signature indicates that 1) the records were found to be legible and complete, and 2) all of the required information and testing is contained in the Reference/Reagent Folder.

6.5 Following review by the manufacturing Section Leader or their designee, submit the Reference/Reagent Folder to the Lead Biologics Compliance Assistant (BCA) for review and release. The Lead BCA stamps the documents as received and forwards to the assigned Biologics Specialist. The Biologics Specialist reviews the information on **CVB-FRM-0008** and compares it to the information on the Reagent Data Sheet and the Production Protocol. If the documentation is correct, the Biologics Specialist initials and dates the Reagent Data Sheet, signs and checks the APHIS disposition box on **CVB-FRM-0008**, signs **CVB-FRM-0009**, and returns the folder to the Lead BCA.

6.6 The Lead BCA stamps the signed documents and makes sure the appropriate disposition has been selected by the Biologics Specialist.

6.7 If the reference or reagent is signed off as Satisfactory for release by Inspection and Compliance (IC), the Lead BCA forwards the documents to the CVB Quality Management System (QMS) Program Assistant. The QMS Program Assistant scans the Reagent Data Sheet and **CVB-FRM-0008** and uploads the documents to the CVB QMS SharePoint site.

6.8 The Reference/Reagent Folder is returned to the originating Section by the QMS Program Assistant. The product is added to the Section inventory and is available for use and distribution.

6.9 If the reference or reagent does not satisfy the requirements set forth in the Production Protocol, the product will be considered Unsatisfactory for the intended use.

6.10 Documentation of the disposition of unsatisfactory product, along with the **CVB-FRM-0008**, is to be filed in the Reference/Reagent Folder.

7. Records

7.1 Production and test records should be initialed (or signed) and dated by the person performing the work.

7.2 Each page of all generated documentation relevant to the production, testing, review, and release of a reference or reagent shall be identified with the reference/reagent unique identification number.

7.3 The Reference/Reagent Folder (paper copy) shall be filed in the CVB Laboratory Section and will be maintained indefinitely. The final combined electronic file is posted to the Sharepoint site.

7.4 Fill out **PIMS-FRM-1108**, *Document Publication Form,* to have the reagent data sheet posted on the CVB Website.

7.5 **Reagent Catalog:** For reagents that will be shipped to manufacturers, alert the Policy, Evaluation, and Licensing (PEL) Virology Section to enter the reagent into the Reagent Catalogue. Provide the reagent name, lot number, fill volume, and that the reagent is available for shipping. If the new reagent is replacing a current reagent, also notify her to take the old lot number off the reagent catalog.

7.6 [redacted]

[redacted]

7.7 All correspondence following release of the reagent, including customer feedback, will be saved to the CVB Lab drive under "Reagent Correspondence." Documents will be saved in a corresponding file referencing agent name and specific lot number (i.e., Clostridium septicum toxin IRP 628).

8. Customer Feedback

8.1 The CVB Mailbox address VS.DB.CVB.Reagent.Requests@usda.gov, is provided on the Reagent Data Sheet for any feedback from the customer regarding the reagent. These emails are received by the IC Program Support Assistant and forwarded to individuals in the email group, APHIS-VS STAS CVB Reagent Requests, for appropriate action.

8.2 Any correspondence received by CVB personnel regarding a supplied reagent, including but not limited to emails, phone logs, mail logs, etc., should be sent directly to the email group, APHIS-VS STAS CVB Reagent Requests, for appropriate action.

8.3. The laboratory section that produced the reagent is responsible for all appropriate follow-up to the feedback and for maintaining records documenting any correspondence or action taken.

8.4 All emailed documents will be reviewed and saved by the manufacturing section to the CVB Lab drive under "Reagent Correspondence." Documents will be saved in a corresponding file referencing agent name and specific lot number (i.e., Clostridium septicum toxin IRP 628).

9. Summary of Revisions

Version .02

- Updated listed documents to Decision Tracker format.
- Added electronic storage information.
- 8.1 updated email address.