


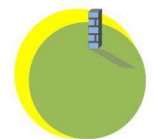
Laboratory Housekeeping

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Good administrative and logistical functions are critical to the smooth operation of a laboratory.



Light Naturally
for generations to come

Record keeping system

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- Laboratory procedures, test methods, test results, and equipment calibration certificates and instructions should be stored in a logically ordered and accessible filing system.
- Establish specific spreadsheet templates for
 - Recording reference lamp usage (date, operating time, key measurands)
 - Taking manual results for any non-automated test method. This should include details about ambient laboratory conditions
- Test reports should specify the laboratory uncertainty for all tests
- Reports should be prepared so they at least meet the minimum reporting requirements of the laboratory's accrediting body. Some test method standards provide a basic report template

Lamp identification

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- All lamps in the laboratory should be labelled with a unique identifier code/number, including reference standard lamps and all test lamps
- The lamp packaging should also be labelled, so as to avoid potential confusion if a lamp is placed in the wrong box



- Take photographs of all the lamp samples and all sides of their packaging.



Storage of lamps

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- **Calibrated reference lamps are to be**
 - Stored in a protected temperature-stable and humidity-stable location
 - Arranged in an ordered way such that they do not have to be over-handled while staff search for the relevant model to use in testing
- **Test lamps should be**
 - Retained at least until the customer has received and had time to consider the test report
 - Under agreement between the customer and the testing laboratory regarding how long the test lamps will be retained and how they will be returned or disposed of in accordance with relevant local waste disposal and recycling laws