



IN REPLY
REFER TO

DESC-BQ

DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VA 22060-6222

January 5, 2001

MEMORANDUM FOR DESC-BQ, ASSIGNED PERSONNEL

Subject: Standard Operating Procedures for Sample Tracking

1. **Purpose:** The purpose of this SOP is to establish procedures that will insure that samples requested as a result of a Customer/Depot Complaint (CDC) are logged in, tracked and results used in the development of corrective actions.
2. **Procedures:** All DESC-BQ action officers who receive and work CDC's will follow these procedures. When a sample(s) is (are) requested, log the information requested on the spreadsheet titled Master Sample Tracking Log. To open the file, click on the link in the previous sentence or go the Excel Spreadsheet maintained at Q:\B\BQ\Quality Hold Charts\Sample Log\Master Tracking Log.xls. The sample log does require that the CDC be logged into the CDC database in order to assure proper assignment. Eventually, this log will be incorporated into the CDC database. Once the sample has been logged in, frequent follow-up shall be conducted to insure that samples are kept moving and testing is conducted as per instructions provided. As the action officer, you are responsible for tracking the sample, transportation, laboratory actions requested. The log shall be updated as information is received, and reviewed weekly so that accurate information is maintained. Difficulties in compliance to sample and testing requests can be tracked and escalated in a timely manner using this sample log.
3. This SOP is effective immediately.

LEE OPPENHEIM
Chief, Quality Operations Division
Bulk Fuels CBU

