

PAAEL Presents:

1-day Pre-Conference Workshop LABORATORY MANAGEMENT

October 21, 2019
Crowne Plaza Hotel
Harrisburg, PA



Agenda

- **MANAGING A LABORATORY**

Managing a Regulatory Based Organization; Management Style; Process Management

- **HIRING & TRAINING PERSONNEL**

Hiring/Evaluating & Demonstration of Competent Staff.

- **SELECTING METHODS & SOPs**

Method Selection & Performance; SOP Development.

- **BUYING SERVICES & EQUIPMENT**

Equipment Selection; Vendor Evaluation; Instrument Install; Inventory Control; Maintenance.

- **MONITORING DATA QUALITY**

Process Monitoring; Data Review; Proper Data Reconstruction

Laboratory Management Training Marlene O. Moore – Advanced Systems

The course presents several aspects of managing an environmental laboratory that generates data of known and documented quality. Most Laboratory Managers, Technical Directors and Quality Assurance (QA) Managers have learned by doing the job. The science of doing the tests is only part of the process of doing environmental science. Every environmental laboratory manager must learn all aspects of data generation. The laboratory manager and QA manager must not only understand the science but must also understand the regulation. This series provides training to managers.

This eight hour course is prepared for environmental laboratory managers, owners, and Technical Managers and QA managers

Marlene Moore has managed and performed work for full service sampling and testing laboratories. She majored in chemistry at Moravian College in Bethlehem, PA and has attended and provided a variety of management, business and technical training courses. Current work includes performing consulting, evaluations and providing training. Training includes quality management training for organizational and project management, relative to sampling, testing and data collection activities of chemical and biological applications.

Laboratory and sampling organizations from the private sector and government operations have benefited from the experiences and training presented during training discussions.