

Classes of Records Held

The State Laboratory holds classes of records as detailed below.

1. Management Board

The main classes of records held by the Management Board relate to:

- Relevant correspondence with Government Departments and Offices, clients and with the general public
- Documents relating to Accounting Officer responsibilities and functions
- Documents and correspondence relating to the preparation of Strategy Statements, Annual Reports and other publications
- Reports of internal State Laboratory meetings
- Documents relating to Business Planning and management of the Laboratory
- Documents relating to Facilities Management and Building Maintenance
- Documents relating to Internal Audit, Procurement , Fixed Assets, Risk Management, Workforce Planning and Health & Safety
- Minutes and documents pertaining to Shared Services and Civil Service networks
- Minutes and documents pertaining to analytical networks (national and international)
- Copies of relevant reports of EU meetings

2. Corporate Services

The main classes of records held by the Corporate Services section relate to:

- Annual Estimates
- Budget management
- Accounts payable
- Accounts receivable
- Preparation of the annual Appropriation Account
- Human Resource policy documents
- Personnel records
- Correspondence with other Government Departments
- Parliamentary Questions
- Enquires from the public under the Data Protection Acts
- Enquires from the public under the Freedom of Information Act

3. Analytical Sections

The Analytical Sections of the State Laboratory hold records concerning their analytical work and correspondence with clients.

The main classes of records held by the Analytical Sections of the Laboratory relate to the following.

- Records relating to the samples submitted to the laboratory, detailing analysis requested, analysis carried out, methods used and results obtained. (Most such sample-related information is recorded on the Laboratory Information Management System (LIMS).)
- Records relating to reports issued, e.g. Test Reports, Certificates of Analysis, Statements of Evidence and letters of advice issued.
- Methods of Analysis.
- Documents related to the Quality System, i.e. Quality Manual, General Standard Operating Procedures and Local Support Documents, and associated forms and records.
- Records related to participation in Proficiency Testing Schemes including details of schemes and results of rounds.
- Documents pertaining to internal audits of the Quality System
- Correspondence with INAB (the Irish National Accreditation Board)
- Minutes of the Quality System Review
- Records related to laboratory equipment, e.g., purchasing, operation, servicing, maintenance and calibration.
- Documents recording equipment configuration and setting details
- Records relating to subcontracted tests, e.g. information on laboratory used, methods of analysis and reports issued.
- Records relating to attendance at national and international meetings, e.g. EU, CEN, ISO, Codex, including working group documents, reports and minutes of meetings.
- General information on products submitted for opinion on classification for either excise or tariff purposes
- Opinions issued on Tariff Classification queries
- Details of the IT Infrastructure, hardware configuration and settings, software packages used and User configuration details

4. Technical Information Centre

The Technical Information Centre of the Laboratory holds records created in relation to the acquisition of published information material, and catalogue records of the information collections of the State Laboratory.