Document Control Sop Example

"The book describes the design rules required to document, implement, and demonstrate quality management system effectiveness in compliance with the latest version of the ISO 9000 International Standard. This systematic and engineering approach simplifies the many complexities in maintaining compliance with ISO standards. This hands-on guide is packed with tips and insights the author has garnered from personally designing quality management systems that integrate organizational strategy with quality management. Moreover, the book helps professionals create meaningful documentation and a user-friendly, informative quality manual that together form the core of an effective and responsive quality management system."--Jacket.

Engineering Innovation is an overview of the interconnected business and product development techniques needed to nurture the development of raw, emerging technologies into commercially viable products. This book relates Funding Strategies, Business Development, and Product Development to one another as an idea is refined to a validated concept, iteratively developed into a product, then produced for commercialization. Engineering Innovation also provides an introduction to business strategies and manufacturing techniques on a technical level designed to encourage passionate clinicians, academics, engineers and savvy entrepreneurs. Offers a comprehensive overview of the process of bringing new technology to market. Identifies a variety of technology management skill sets and management tools. Explores concept generation in conjunction with intellectual property development for early-stage companies. Explores Quality and Transfer-to-Manufacturing.

knowledge. This material provided has been collected from different sources. One important source is the material available from EURACHEM. Eurachem is a network of organisations in Europe having the objective of establishing a system for the international tra- ability of chemical measurements and the promotion of good quality practices. It provides a forum for the discussion of common problems and for developing an informed and considered approach to both technical and policy issues. It provides a focus for analytical chemistry and quality related issues in Europe. You can find more information about EURACHEM on the internet via “Eurachem –A Focus for Analytical Chemistry in Europe” (http://www.eurachem.org). In particular the site Guides and Documents contains a number of different guides, which might help you to set up a quality system in your laboratory. The importance of quality assurance in analytical chemistry can best be described by the triangles depicted in Figs. 1 and 2. Quality is checked by testing and testing guaranties good quality. Both contribute to progress in QA (product control and quality) and thus to establishing a market share. Market success depends on quality, price, and flexibility. All three of them are interconnected. Before you can analyse anything the sample must be taken by someone. This must be of major concern to any analytical chemist. There is no accurate analysis wi- out proper sampling. For correct sampling you need a clear problem definition. There is no correct sampling without a clear problem definition

Whenever I step into an aeroplane I cannot avoid considering the risks associated with flying. Thoughts of mechanical failure, pilot error and ter rorist action fill my mind. I try to reassure myself with statistics which tell me there is greater chance of injury crossing the road. The moment the plane takes off I am resigned to my fate, placing faith in pilots who are highly qualified and superbly trained for the task of delivering me safely to my destination. To be a passenger in an aeroplane is to express faith in the systems used by the airline. It is to express a faith in the quality of the airline's organisation and the people who work within it. The same is true of surgery. Thoughts of mortality are difficult to avoid when facing the surgeon's knife. However, faith in the surgeon's training and skill; faith in the anaesthetist and theatre technicians, faith in the efficient resources and quality of the hospital all help to convince that there is little need to worry. Apart from flying and surgery there are many facets of life which entail risk, but, knowing the risks, we willingly place our confidence in others to deliver us safely. In the consumption of food, however, few of us consider the risks. Everyday, if we are fortunate, we eat food. Food sustains and gives us pleasure. Food supports our social interactions.

This volume covers the most current theories and practices in Quality Management and Six Sigma. Successful application of Quality Management and Six Sigma has been reported in a number of scenarios including computer software, manufacturing, supply chain management, customer relationship management, and so on. The refereed papers which comprise the book are selected from the First International Conference on Quality Management and Six Sigma. In some cases, authors of short papers were invited to elaborate on their ideas into detailed descriptions of practices. The contributors are academic researchers as well as industrial practitioners in the field. The book will be an important resource for students, researchers, and professionals involved in quality management. Contents:Six Sigma OverviewStrategies and ModelsSMEsSupply ChainSoftware QualityPerformance Evaluation and Maintenance Readership: Graduate students, researchers, and industrialists in quality management. Keywords:Quality Management;Six Sigma;Industrial Management;Quality Function Deployment;Good Manufacturing Practices;Quality Control Circles;Quality Models;Contemporary Quality Practices;Asian ManagementKey Features:Covers the application of statistical tools in six sigma practicesReveals the application of project management tools in quality management and six sigma practicesElucidates contemporary ideas in the field

This issue of Clinics in Laboratory Medicine on the topic of Laboratory Medicine in India will be Guest Edited by Tester F. Ashavaid, PhD, FACB, CSCi, and include the following article topics: Tuberculosis; Malaria; STIs and Dengue; Visceral Leishmaniasis; Neglected Tropical Diseases; Hepatitis; HIV; Diabetes; Cardiovascular diseases; Stroke; HPV / Cervical screening; Multiple congenital anomalies; Down Syndrome/Thalessemia; Muscle dystrophy; Spinal muscular atrophy; Wilson Disease; Hemophilia; National and International Accreditation; Blood Banking regulations; Distant Testing; Clinical Trials; Medical Tourism; International Reference labs; and Diagnostics in diet.

This book is a comprehensive and timely compilation of strategy, methods, and implementation of a proof of concept

modified quality module of Good Laboratory Practices (GLP). This text provides a historical overview of GLP and related standards of quality assurance practices in clinical testing laboratories as well as basic research settings. It specifically discusses the need and challenges in audit, documentation, and strategies for its implications in system-dependent productivity striving research laboratories. It also describes the importance of periodic training of study directors as well as the scholars for standardization in research processes. This book describes different documents required at various time points of a successful Ph.D and post-doc tenure along with faculty training besides entire lab establishments. Various other areas including academic social responsibility and quality assurance in the developing world, lab orientations, and communication, digitization in data accuracy, auditability and back traceability have also been discussed. This book will be a preferred source for principal investigators, research scholars, and industrial research centers globally. From the foreword by Ratan Tata, India “This book will be a guide for students and professionals alike in quality assurance practices related to clinical research labs. The historical research and fundamental principles make it a good tool in clinical research environments. The country has a great need for such a compilation in order to increase the application of domestic capabilities and technology”

Presenting the most up-to-date and authoritative reference on the risks and risk-prevention strategies of blood transfusions, Blood Safety and Surveillance compiles a breadth of information on the reactions, immunological complications, and potential for disease transmission related to blood transfusions in a broad context. Combines numerous

Discusses the requirements for establishing, maintaining and revitalizing an efficient engineering documentation control system for use by technical and manufacturing personnel in private industry. The book stresses simplicity and common sense in the development and implementation of all control practices, procedures and forms. A list of effective interchangeability rules, a glossary of essential engineering documentation terms and an extensive bibliography of key literature sources are provided.;This work is intended for mechanical, computer, design, manufacturing and civil engineers; program, purchasing and documentation and production control managers; and upper-level undergraduate, graduate and continuing-education students in these fields.

The purpose of this book is to demystify the requirements delineated within ISO/IEC 17025:2005 while providing a road map for organizations that wish to receive/maintain accreditation for their laboratories. AS9100, ISO 9001, and ISO 13485 are standards that support the development and implementation of effective approaches to quality management and are recognized blueprints for the establishment of a quality management system (QMS) for diverse industries. Although similar to these recognized QMS standards, ISO/IEC 17025 serves a unique purpose: laboratory accreditation. It is not unusual for laboratories to retain dual certification to ISO 9001 and ISO/IEC 17025.

This book will enable the production of reliable, accurate, reproducible (best possible care) results that satisfies the customer’s requirements obtained from an accredited, process oriented, health and safety conscious laboratory that is cost effectively run (value for money) by qualified, certified and highly motivated biomedical staff (Joy and pride at work) using well maintained, validated and quality controlled equipments and appropriately stored reagents on the right sample drawn from the right patient that is appropriately communicated in a timely fashion to the requesting clinician to enable them render the best possible evidenced-based medical care to their patients.

Ensuring the safety of blood for transfusion is a key prevention strategy in the fight against HIV/AIDS. These learning materials have been designed specifically for use in distance learning programmes in blood safety. The modules have been designed for staff responsible for donor recruitment, blood collection and the processing and issue of blood for transfusion. They are written in an interactive, practical style, with learning objectives, activities, self-assessment questions, progress checks and action plans Most of the training is designed to take place at the workplace in the context of the performance of daily work. This pack consists of a set of four spiral-bound modules and a Trainer's Guide, all supplied in a plastic wallet.

This book is a step by step guide to achieving inventory record accuracy in a manufacturing, retail, or distribution facility. Starting at day one, the author outlines the necessary elements of procedure and discipline necessary for good sustainable process. The result is 95+% perfect inventory balances with minimal cycle counting required for on-going maintenance. The book includes special aids such as Gantt charts, cycle count process parameters, and process celebration points. Donald H. Sheldon is certified at the Fellow level by APICS as CFPIM and as CIRM.

Writing and Managing SOPs for GCP is the first book to discuss managing Standard Operating Procedures (SOPs) for Good Clinical Practice (GCP) from conception to retirement. It recommends approaches that have a direct impact on improving SOP and regulatory compliance. Throughout the text, the book provides a user’s point of view to keep topics focused on the practical aspects of SOPs and SOP management. The idea of specifically calling out approaches to SOP creation and maintenance in an effort to make it easier for users to stay in compliance is a theme found throughout all book chapters. Examples in each chapter provide accurate reflections of real-world experiences to illustrate the discussion. The book also includes an example "SOP of SOPs" along with an associated SOP template.

Cell Therapy: cGMP Facilities and Manufacturing is the source for a complete discussion of facility design and operation with practical approaches to a variety of day-to-day activities, such as staff training and competency, cleaning procedures, and environmental monitoring. This in-depth book also includes detailed reviews of quality, the framework of regulations, and professional standards. It meets a previously unmet need for a thorough facility-focused resource, Cell Therapy: cGMP Facilities and Manufacturing will be an important addition to the cell therapy professional’s library. Additional topics in Cell Therapy: cGMP Facilities and Manufacturing...Standard operating procedures - Supply management - Facility equipment - Product manufacturing, review, release and administration - Facility master file.

With global harmonization of regulatory requirements and quality standards and national and global business consolidations ongoing at a fast pace, pharmaceutical manufacturers, suppliers, contractors, and distributors are impacted by continual change. Offering a wide assortment of policy and guidance document references and interpretations, this Sixth Edition is significantly expanded to reflect the increase of information and changing practices in CGMP regulation and pharmaceutical manufacturing and control practices worldwide. An essential companion for every pharmaceutical professional, this guide is updated and expanded by a team of industry experts, each member with extensive experience in industry or academic settings.

The editors have engaged leading scientists in the field to participate in the development of this book, which is envisioned as a “one of a kind” contribution to the field. The book is a comprehensive text that puts fundamental bioanalytical science in context

with current practice, its challenges and ongoing developments. It expands on existing texts on the subject by covering regulated bioanalysis of both small and large molecule therapeutics from both a scientific and regulatory viewpoint. The content will be useful to a wide spectrum of readers: from those new to bioanalysis; to those developing their experience in the laboratory, or working in one of the many critical supporting roles; to seasoned practitioners looking for a solid source of information on this exciting and important discipline.

Biomedical scientists are the foundation of modern healthcare, from cancer screening to diagnosing HIV, from blood transfusion for surgery to food poisoning and infection control. Without biomedical scientists, the diagnosis of disease, the evaluation of the effectiveness of treatment, and research into the causes and cures of disease would not be possible. The Fundamentals of Biomedical Science series has been written to reflect the challenges of practicing biomedical science today. It draws together essential basic science with insights into laboratory practice to show how an understanding of the biology of disease is coupled to the analytical approaches that lead to diagnosis. Assuming only a minimum of prior knowledge, the series reviews the full range of disciplines to which a Biomedical Scientist may be exposed - from microbiology to cytopathology to transfusion science. A core text in the Fundamentals of Biomedical Science series, Biomedical Science Practice gives a comprehensive overview of the key laboratory techniques and professional skills that students need to master. The text is supported throughout with engaging clinical case studies, written to emphasize the link between theory and practice, providing a strong foundation for beginning biomedical science students.

The single most comprehensive resource for environmental microbiology Environmental microbiology, the study of the roles that microbes play in all planetary environments, is one of the most important areas of scientific research. The Manual of Environmental Microbiology, Fourth Edition, provides comprehensive coverage of this critical and growing field. Thoroughly updated and revised, the Manual is the definitive reference for information on microbes in air, water, and soil and their impact on human health and welfare. Written in accessible, clear prose, the manual covers four broad areas: general methodologies, environmental public health microbiology, microbial ecology, and biodegradation and biotransformation. This wealth of information is divided into 18 sections each containing chapters written by acknowledged topical experts from the international community. Specifically, this new edition of the Manual Contains completely new sections covering microbial risk assessment, quality control, and microbial source tracking Incorporates a summary of the latest methodologies used to study microorganisms in various environments Synthesizes the latest information on the assessment of microbial presence and microbial activity in natural and artificial environments The Manual of Environmental Microbiology is an essential reference for environmental microbiologists, microbial ecologists, and environmental engineers, as well as those interested in human diseases, water and wastewater treatment, and biotechnology.

They’re supposed to be useful tools, but whether they’re printouts, computer files, flowcharts, or forms, documents can often give more headaches than help. And yet without them, most organizations couldn’t function. ISO 9001 and other quality management systems place great emphasis on documents, and for good reason. Documents aren’t individual, stand-alone elements of the management process. They’re interrelated, formatted in different media, and controlled by various and distinct functions. Keeping critical information current and in the right hands requires more than just signing off on procedures. Document control is essential, but where should you begin? Inside you’ll find clear explanations about the document control process as well as practical solutions for creating, organizing, and maintaining documents, including: A discussion of different kinds of documents, including electronic media and QMS requirements Identifying and defining responsibility Understanding the relationship between documents and records Tips for document writers Managing and maintaining documents Issues of accessibility Handling revisions and deviations Writing document control procedures

This valuable resource for dietetic educators, community health and public health professionals is also an essential tool for school districts and state departments of education. With chapters prepared by recognized child nutrition practitioners and academic leaders, this publication addresses the strategic needs of child nutrition programs today. The Second Edition has been fully updated to reflect changes in legislation and school nutrition programs. This resource addressses the latest issues in the school nutrition environment such as a school's responsibility to curb student obesity, school board policy and the sale of non-nutritious foods, and the need for collaboration to balance healthy eating and physical activity. Managing Child Nutrition Programs, Second Edition offers updated competency statements for school nutrition directors, managers and food service assistants.

Quality Planning for the Life Science Researcher is a hands-on book that addresses quality assurance (QA) in the life science laboratory. This practical book addresses QA requirements common to many government and private funding agencies. It offers real-world examples and illustrates ways of implementing and achieving QA requirements for funding. The book is replete with suggested forms, models, and systems to meet QA requirements. Topics covered include QA plans, quality objectives, sampling procedures, measurement methods, audits and assessments, and preventive maintenance. After reading this book, researchers will understand the principles of QA as they apply to the life sciences and be able to plan a study that will meet most QA programs' requirements.

This book explains the requirements for compliance with FDA regulations and ISO standards (9001/13485) for documented information controls, and presents a methodology for compliance. The document control system (DCS), or documented information control system (DICS), is the foundation of a quality management system. It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality-controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle. A well-developed document control system benefits business by: Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge-based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations, and a full set of formatted procedures and document templates are available for download to get you off to an even faster start. This book provides a process-based approach

that can be used for controlling all forms of documented information that are required to be managed under the quality management system.

Cytogenetic Laboratory Management: Chromosomal, FISH and Microarray-Based Best Practices and Procedures is a practical guide that describes how to develop and implement best practice processes and procedures in the genetic laboratory setting. The text first describes good laboratory practices, including quality management, design control of tests and FDA guidelines for laboratory developed tests, and pre-clinical validation study designs. The second focus of the book describes best practices for staffing and training, including cost of testing, staffing requirements, process improvement using Six Sigma techniques, training and competency guidelines and complete training programs for cytogenetic and molecular genetic technologists. The third part of the text provides step-wise standard operating procedures for chromosomal, FISH and microarray-based tests, including pre-analytic, analytic and post-analytic steps in testing, and divided into categories by specimen type, and test-type. All three sections of the book include example worksheets, procedures, and other illustrative examples that can be downloaded from the Wiley website to be used directly without having to develop prototypes in your laboratory. Providing both a wealth of information on laboratory management and molecular and cytogenetic testing, Cytogenetic Laboratory Management will be an essential tool for laboratorians world-wide in the field of laboratory testing and genetics testing in particular. This book gives the essentials of: Developing and implementing good quality management programs in laboratories Understanding design control of tests and pre-clinical validations studies and reports FDA guidelines for laboratory developed tests Use of reagents, instruments and equipment Cost of testing assessment and process improvement using Six Sigma methodology Staffing training and competency objectives Complete training programs for molecular and cytogenetic technologists Standard operating procedures for all components of chromosomal analysis, FISH and microarray testing of different specimen types This volume is a companion to Cytogenetic Abnormalities: Chromosomal, FISH and Microarray-Based Clinical Reporting. The combined volumes give an expansive approach to performing, reporting and interpreting cytogenetic laboratory testing and the necessary management practices, staff and testing requirements.

This book is a review and high-yield reference on the clinical molecular diagnostics of malignant neoplasms. It aims to address the practical questions frequently encountered in the molecular oncology practice, as well as key points and pitfalls in the clinical interpretation of molecular tests in guiding precision cancer management. The text uses a Q&A format and case presentations, with emphasis on understanding the molecular test methods, diagnosis, classification, risk assessment and clinical correlation. Starting with an update on the molecular biology of cancer, the book focuses on the topics related to molecular diagnostics and genetics-based precision oncology. Separate chapters are dedicated to discussion of the bioinformatics for the analysis of genetic/genomic data generated from molecular assays, and quality control (QC)/quality assurance (QA) programs in the clinical laboratories; both are critical in producing high quality results for clinical care of cancer patients. These are followed by organ system-based reviews and discussions on the molecular genetic abnormalities and related tests covering diverse types of common to rare malignant neoplasms. This book also provides up-to-date knowledge related to malignant neoplasms, discusses the established as well as evolving requirements for pathologic diagnosis of these malignancies. It also discusses the cost effective utilization of molecular tests in clinical oncology. Written by experts in the field, Practical Oncologic Molecular Pathology serves as a valuable reference for practicing pathologists, fellows, residents and other health care professionals.

Global competition, corporate downsizing and corporate restructuring have forced many firms to reevaluate their operating methods. Today, corporations must do more with less while still watching the bottom line and improving profitability. ISO 14000 and ISO 9000, because of their similar management system requirements and auditing procedures, are g

Have you ever tried really hard to remember events from your childhood? For most that is normal, but for Barbara Farris, that's the last thing she wants to do. Memories equal pain and pain equals a long struggle to find peace. Though a successful and strong-minded business woman today; it came through work and perseverance, not through strong family support. This book is one woman's account of a life of uphill battles and the ongoing process of learning to let go, while continuing to push forward. Barbara details her childhood as the daughter of a Minister who was married to another Minister. She recalls dreams of becoming a lawyer so she could put away criminals. She shares her decision to walk away from abuse, forcing her to drop out of school and leave home at 17. She shares many experiences where she allowed others to take advantage of her along life's road, because she wanted so desperately to trust again. Through her book Barbara attempts to reach out to parents who might opt to turn their head to abuse of their children, for the sake of pride or reputation. She reminds parents that child abuse or the condoning of child abuse is unacceptable, unjustifiable and more likely than not - unforgivable.

Quality is both a system and a state of mind. Quality Labs for Small Brewers will walk you step-by-step through the process of establishing and writing a quality program for your brewery. Building an effective quality program will empower staff to directly influence the consistent production of safe, quality beer from grain to glass. Learn how policies, procedures, and specifications can help ensure quality throughout the process. Discover how to build a foundation and culture of quality within your brewery—no matter what the size—by establishing protocols, corrective actions, and improvements. Brewers will see results through the application and implementation of prerequisite programs like Good Manufacturing Practices and food safety requirements. With these programs in place, dive beyond the numbers and build an understanding of a small brewer’s most important measurements and how to analyze them. These routines will help pinpoint any risks or areas of improvement and ensure that only quality beer reaches the customer, time after time.

Textbook of Assisted Reproductive Techniques has become a classic comprehensive reference for the whole team at the IVF clinic. The fourth edition comes more conveniently as a set of two separate volumes, one for laboratory aspects and the other for clinical applications.

The text has been extensively revised, with the addition of several important new contributions on laboratory aspects including developing techniques such as PICSI, IMSI, and time-lapse imaging. The second volume focuses on clinical applications and includes new chapters on lifestyle factors, tailored ovarian stimulation, frozen-thawed embryo transfer, viral disease, and religious perspectives. As before, methods, protocols, and techniques of choice are presented by eminent international experts. The two volume set includes: ? Volume One - Laboratory Perspectives ? Volume Two - Clinical Perspectives

This book provides hands-on techniques for writing engineering procedures to achieve ISO 9000 compliance. It is designed for individuals responsible for writing these procedures in any industry. Readers will find actual examples of clearly written, compliant engineering procedures, ready to adapt to your own industry and your own particular needs and use immediately. It answers virtually all your procedure writing questions. Procedure writers will gain a general understanding of engineering documentation principles and how to apply them to their own situations. Simple diagrams and other graphics illustrate key ideas, giving a bird's-eye view of what is coming next. The intent of the book is to familiarize the reader with the essential elements and concepts of engineering procedure development and management and show how to apply these concepts to their own specific applications. The author emphasizes engineering principles and tools that are common to all engineering disciplines, with examples for their use. Step-by-step procedures shown for each document format enable readers to apply each format to their own engineering documentation programs quickly and easily. The book provides a fingertip reference that covers the entire engineering procedure process, using the latest technology for engineering documentation systems.

Class A ERP is often misunderstood and confused with software tools and implementations, but is actually a management system for continuous improvement. This book will resolve these myths by thoroughly describing the definition of Class A ERP and giving specifics for achieving Class A performance in a reasonable timeframe. Examples from successes will be referenced to and the author will build a case for breaking the journey to world-class performance into bite-sized, doable focus areas. Class A ERP Implementation will help organizations set the stage for maximum effectiveness of both Lean strategies and Six Sigma and establish ERP disciplines as the prerequisite to success.

Accounting & Bookkeeping Procedures for Internal Control can help you quickly create and implement a system of accounting policies and procedures. This can provide the internal control needed to protect your business, as well as comply with generally accepted accounting practices and regulations like Sarbanes-Oxley. Thoroughly researched and reviewed by industry experts, these pre-written policies and procedures are based on years of experience in areas such as travel and expense, receiving, shipping, auditing, accounts payable and receivable, and cash drawer practices. Developing policies and procedures are listed as a key control activity in the COSO publication "Internal Control - Integrated Framework." The Securities and Exchange Commission (SEC) and the Public Company Accounting Oversight Board (PCAOB) both point to this COSO document as an example of internal controls that comply with Sarbanes-Oxley requirements. Designed for busy professionals like Accounting Managers, Controllers, CFOs, and Business Owners, Accounting & Bookkeeping Procedures for Internal Control can save you hundreds of hours in research, development, writing, and review of needed procedures for control and compliance, and it can improve business performance by developing consistency and standards. It contains 38 accounting procedures that cover over 150 accounting activities, and includes 54 supporting accounting forms and a guide to embezzlement prevention. There is no need to start from scratch...it has already been done for you.

An essential guide to the proven automated sample preparation process While the measurement step in sample preparation is automated, the sample handling step is manual and all too often open to risk and errors. The manual process is of concern for accessing data quality as well as producing limited reproducibility and comparability. Handbook of Automated Sample Preparation for CG-MS and LC-MS explores the advantages of implementing automated sample preparation during the handling phase for CG-MS and LC-MS. The author, a noted expert on the topic, includes information on the proven workflows that can be put in place for many routine and regulated analytical methods. This book offers a guide to automated workflows for both on-line and off-line sample preparation. This process has proven to deliver consistent and comparable data quality, increased sample amounts, and improved cost efficiency. In addition, the process follows Standard Operation Procedures that are essential for audited laboratories. This important book: Provides the information and tools needed for the implementation of instrumental sample preparation workflows Offers proven and detailed examples that can be adapted in analytical laboratories Shows how automated sample preparation can reduce cost per sample, increase sample amounts, and produce faster results Includes illustrative examples from various fields such as chemistry to food safety and pharmaceuticals Written for personnel in analytical industry, pharmaceutical, and medical laboratories, Handbook of Automated Sample Preparation for CG-MS and LC-MS offers the much-needed tools for implementing the automated sample preparation for analytical laboratories.

LNBIP 99 and LNBIP 100 together constitute the thoroughly refereed proceedings of 12 international workshops held in Clermont-Ferrand, France, in conjunction with the 9th International Conference on Business Process Management, BPM 2011, in August 2011. The 12 workshops focused on Business Process Design (BPD 2011), Business Process Intelligence (BPI 2011), Business Process Management and Social Software (BPMS2 2011), Cross-Enterprise Collaboration (CEC 2011), Empirical Research in Business Process Management (ER-BPM 2011), Event-Driven Business Process Management (edBPM 2011), Process Model Collections (PMC 2011), Process-Aware Logistics Systems (PALS 2011), Process-Oriented Systems in Healthcare (ProHealth 2011), Reuse in Business Process Management (rBPM 2011), Traceability and Compliance of Semi-Structured Processes (TC4SP 2011), and Workflow Security Audit and Certification (WfSAC 2011). In addition, the proceedings also include the Process Mining Manifesto (as an Open Access Paper), which has been jointly developed by more than 70 scientists, consultants, software vendors, and end-users. LNBIP 100 contains the revised and extended papers from PMC 2011, PALS 2011, ProHealth 2011, rBPM 2011, TC4SP 2011, and WfSAC 2011.