

Pipette Calibration

- Purpose**
- Accurate volumetric measurements and transfers are essential to our laboratory, which is concerned with maintaining high levels of quality and productivity. The performance of pipettes varies substantially, and their specified accuracy can not be taken for granted.
 - The proper performance of pipettes is critical in assuring an accurate delivery of specific amounts of clinical reagents and patient samples during the performance of the various tests throughout the department.

- Policy:**
1. Calibration of pipettes being used in the Laboratory is performed every 6 months.
 2. Pipet calibration will be done in the Main Laboratory by Clin Lab Services Co. (457 Allen Ave., Ste 110 San Dimas California 9177).
 3. Managers will keep a list of all pipettes being used in the Laboratory, which will include the pipet #, calibration date, Manager Signature and date and a comment if applicable.
 4. All Calibration documentation is to be kept for 3 years

Acceptable Limits: For Fixed and Variable Volume Pipets:
 ≥ 50 ul Error $\leq 3.0\%$ C.V. $\leq 3\%$
20-50 ul Error $\leq 5\%$ C.V. $\leq 3\%$
 < 20 ul Error $\leq 10\%$ C.V. $\leq 5\%$

PIPETTE CALIBRATION

Document History Page
 Effective Date:

Change type: New, Major, Minor etc.	Changes Made to SOP – describe	Signature responsible person/date	Med. Dir. Reviewed/ Date	Lab Manager reviewed/ date	Date change implemented
New Outsourced		<i>[Signature]</i> 8/25/09	<i>[Signature]</i> 9/2/09	<i>[Signature]</i> 9/2/09	9/2/09
Minor	Remove ISOs, all Main Lab	<i>[Signature]</i> 11/4/14	<i>[Signature]</i> 12/1/14	<i>[Signature]</i> 11/25/14	11/8/14
Minor	Updated policy for pipette calibration and added pipette calibration form	<i>[Signature]</i> 9/15/15	<i>[Signature]</i> 9/21/15	<i>[Signature]</i> 9/15/15	9/21/15

Pipet Calibration Form – Medical Centers and Medical Offices

TESTING DEPARTMENT			
PIPET #	CALIBRATION DATE	MANAGER SIGN/DATE	COMMENTS
20670			
20675			
20679			
20684			
20685			
20686			
20687			
21513			
21515			
22067			
22069			
22073			
22684			
22685			
23316			
24115			
24117			
24118			
25008			
25324			
25325			
25449			
25450			
25451			
25927			
25928			
26282			