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| Policy | Calibration of the IQ200 is performed monthly.  |

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| Workplace Safety | All laboratory employees are expected to maintain a safe working environment and an injury-free workplace. Laboratory employees are responsible for their own safety, the safety of others and adhering to all departmental and medical center safety policies and procedures.* For standard precautions and safety practices in the laboratory; see **Safety Practices**, specifically, but not limited to, equipment safety, proper body mechanics, sharps exposure and proper use of personal protective equipment (PPE).
* For Universal Body Substance precautions, see **Universal Body Substance Precautions**, specifically, but not limited to, exposure to body fluids.
* For proper hand-washing, see **Hand washing Policy**, specifically, not limited to, proper hand-washing.
* For proper infection control, see **Infection Control**, specifically, but not limited to, proper use of gloves.
* For proper handling of regular and infectious waste, see **Handling of Regular and Infectious Waste**, specifically, but not limited to, proper disposal of regular and biohazardous waste.
* For proper cleaning of work area, see **Cleaning Work Areas**.
* For proper handling of chemicals and reagents, see the Chemical Hygiene Plan.

For proper storage and disposal of chemical hazardous waste, see **Storage & Disposal of Chemical Hazardous Waste**. All laboratory employees are expected to maintain a safe working environment and an injury-free workplace. Laboratory employees are responsible for their own safety, the safety of others and adhering to all departmental and medical center safety policies and procedures. |

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| Reagents and Materials | * IQ Calibrator Pack REF: 800-3103
* IQ Control/Focus Set REF: 800-3104
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| Procedure | Follow the steps outlined in the table below for IQ200 calibration.  |

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| Step | Calibration |
| 1 | Bring IQ200 Calibrator (REF475-0059) to room temperature. |
| 2 | Hold the calibrator bottle upside down and give five hard sharp shakes followed by 5 gentle inversions. Let sit 1 min until the air bubbles are dispersed. |
| 3 | Run IQ focus before calibration. Mix IQ focus (REF 475-0060) by holding the bottle upside down give the bottle five hard sharp shakes followed by 5 gentle inversions. Let sit 1 minute to disperse bubbles. |
| 4 | Place barcode label on the sample tube. Fill the tube with 6 ml of IQ Focus material. Place the tube in position 5 of the control rack. |
| 5 | Load the control rack onto the right side the IQ200 sampler. |
| 6 | Press start. |
| 7 | Place calibrator barcodes onto 10 round-bottomed 16x100 mm glass test tubes. |
| 8 | Transfer minimum of 4 ml of IQ 200 Calibrator into each of the 10 round bottom 16x100 mm barcoded glass test tubes. |
| 9 | Place barcoded tubes into the Calibration rack. |
| 10 | Place calibration rack onto the right side of the IQ200 sampler. |
| 11 | Press start |
| 12 | When the calibration is successful, the date/time and new REF value will be displayed in the last Calibration field on the instrument screen. |
| 13 | Print out Quality Review List Report to show the latest calibration and place the printout in the QC book. |
| 14 | Perform QC on IQ200, see procedure *LAMC-PPP-0150 Quality Control on IQ200* |

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| Criteria |  Criteria for calibration are as follows but not limited to |

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| 1 | QC fails to meet the established criteria such as results exceeds than 2SD. |
| 2 | Calibration failed - must Recalibrate. |
| 3 | After major maintenance or service |
| 4 | When recommended by the manufacturer, monthly for IQ200. |

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| Controlled Documents | The following controlled documents support this procedure.

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| **Document Number** | **Document Name** |
| LAMC-PPP-0123 | Safety Practices |
| LAMC-PPP-0127 | Infection Control |
| LAMC-PPP-0128 | Universal Body Substance Precaution |
| LAMC-PPP-0129 | Handling of Regular and Infectious Waste |
| LAMC-PPP-0130 | Cleaning Work Areas |
| LAMC-PPP-0132 | Hand-washing Policy |
| LAMC-PPP-0134 | Storage and Disposal of Chemical Hazardous Waste |
| LAMC-PPP-0150 | Quality Control on IQ200 |

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| Non Controlled Documents

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|  | Document Name |
| 1 | IChem VELOCITY Operator’s Manual, 300-4449 English Rev E 10/2008 |

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|  | **Document Name** |
|  | IQ200 Operators Manual |

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| Author(s) | Alvin Castillo |