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REAGENT LABELING AND STORAGE

Purpose To establish guidelines for the labeling and proper storage of reagents, stains and solutions.

Policy All reagents, stains and solutions will be labeled with the following:

- If prepared in-house, date of preparation and initials of preparer;
- If prepared commercially, date of receipt and opening (or reconstitution) and lot number;
- Identity of the substance;
- Titer, strength or concentration;
- Recommended storage temperature;
- Expiration date;
- Cautionary/accessory information, if any, related to handling and quality control.

Reagents, stains and solutions will be stored in accordance with manufacturer's instructions.

Reagents, stains, solutions, chemicals, and media are used within their indicated expiration dates.

Flammable or explosive reagents, stains and solutions will not be stored in quantities exceeding a two-day supply. Such supplies will be stored in the red and yellow flammable storage cabinets only.

Unrefrigerated reagents, stains and solutions will not be stored less than 4 inches from the floor or less than 18 inches from the ceiling.

Reagents, stains and solutions will not be stored with acids.

When transferring from primary to a secondary container, secondary labels must contain safety hazard information and logos, the date the product was opened and expiration date if applicable.

Components of a reagent kit must be used only within the kit lot unless otherwise specified by the manufacturer.

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REAGENT LABELING AND STORAGE, Continued

The Area Laboratory Manager or Supervisor will be responsible for ensuring that reagents, stains and solutions are labeled and stored properly.

- Reagents transferred from one container to another will be labeled with the same information as the original container.

The individual who transfers a reagent from one container to another shall be responsible for ensuring that the secondary container is labeled properly

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Signature Manifest

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All dates and times are in Pacific Standard Time.

Reagent Labeling and Storage

Change Request

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	31 Mar 2017, 11:45:30 AM	Approved

Quality Approval

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	31 Mar 2017, 11:47:53 AM	Approved

Operations Approval

Name/Signature	Title	Date	Meaning/Reason
Julie Toti (K084521)	DIR AREA LAB	04 Apr 2017, 09:58:16 AM	Approved

Final Approval

Name/Signature	Title	Date	Meaning/Reason
Hedyeh Shafi (I086749)	Pathologist	04 Apr 2017, 05:12:44 PM	Approved

Set Effective Date

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Jocelyn Javier (T684676)	Assist. ADA	11 May 2017, 09:34:47 AM	Approved