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| Purpose | The purpose of this procedure is to provide instructions in setting up verified new reagent lot for the Cobas LIAT System |

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| Policy | New reagent lot for Cobas LIAT System will be verified by performing a quality control in one of the Cobas LIAT instruments. Once the new lot has been verified and is acceptable, the new reagent lot is set up in other Cobas LIAT instrument in Microbiology section. |

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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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| Reagent and materials | * Cobas SARS-CoV-2 & Influenza A/B Reagent kit
* Cobas SARS-CoV-2 & Influenza A/B Quality Control Kit
* Advanced Tools Key USB
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| Setting up new reagent lot |

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| Steps | Action |
|  | Instrument will alert if new lot has not been verified in your instrument. If this is the case, perform Quality Control on the new reagent lot using one of the Cobas LIAT instruments. See procedure ***LAMC-PPP-1290 COBAS® LIAT SYSTEM –SARS-CoV-2 & Influenza A/B*** for detailed process. Complete the LIAT QC form for documentation of quality control performed. |
|  | Once the Negative and Positive Control has passed QC testing, instrument used for new lot verification is ready for patient testing. New lot data is now ready to be exported in other instruments in Microbiology section. |
|  | To export the new lot data, insert the Advanced Tools Key USB in the instrument the QC was performed. |
|  | From the Main Menu select ‘Tools’. |
|  | From the ‘Tools’ window select ‘Export Data’. |
|  | Then select ‘Export assay lots’. |
|  | A question window will appear “Do you want to merge or replace the lot list?”. Always select ‘MERGE’. |
|  | The new lot data is now saved in the Advanced Tools Key USB. |
|  | Insert the Advanced Tools Key USB to the next instrument that you would need the new lot data saved. This will allow the other instruments to use the new lot without running the QC since the new kit lot has already been verified. |
|  | In the Main Menu of the next instrument, select ‘Tools’. |
|  | From the ‘Tools’ window select ‘Import Data’ |
|  | Then select ‘Import Assay lots’. Enter password **23646** if instrument requests Admin password. |
|  | A question window will appear “Do you want to merge or replace the lot list?”. Always select ‘MERGE’ |
|  | The next instrument is now set up to run the new lot reagent kit. |
|  | Repeat steps 9 to 14 for other instruments in Microbiology section. |
|  | Document in the LIAT QC form the serial numbers of instruments currently being used in the Microbiology section. |

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| Controlled Documents |

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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-1290 | COBAS® LIAT SYSTEM –SARS-CoV-2 & Influenza A/B |

See below the list of controlled documents |
| Author(s) | Alvin Castillo |