

Chocolate Agar Quality Control

Purpose or Introduction The purpose of this policy is to describe the quality control procedure of new shipment and/or new lot of Chocolate agar culture media prior to use for patient testing.

Scope This process is intended for commercially prepared media listed in NCCLS Document M22-A3 as non-exempt. Testing must be performed to check the ability of the media to support growth of fastidious organisms. Chocolate agar must be tested for its ability to support the growth of *Neisseria meningitidis* and *Haemophilus influenzae*.

Process Follow the stages below for Chocolate Agar Quality Control.

A) Visual and Contamination Check (QC in OCI)

Step	Description
1	Upon receipt of media, place a pink “NEW SHIPMENT QC PRIOR TO USE” label on the packaging. Keep the media refrigerated. This shipment may not be used for patient specimens until testing is complete.
2	Select 2 plates from each new lot number and/or new shipment for visual and contamination check.
3	Write the QC date and your initials on the plate.
4	Record the new lot or new shipment of media on the Culture Media Visual and Contamination Check form.
5	Place the media in the incubator.
6	Notify the CLS of the ongoing QC and when the media is due for reporting.
7	CLS will record the result on the Culture Media Visual and Contamination Check form after 48 hours of incubation.
8	If quality control is unacceptable, notify a Supervisor and document action taken.
9	Wait for QC report from the Regional Reference Lab prior to determining acceptability of the culture media for patient testing.

B) Growth and Sterility Check (Send to RRL)


Step	Description
1	Select 2 plates from each new lot number and/or new shipment for visual and contamination check performed at the Med Center.
2	Accession plates (<i>refer to Section C. Accessioning</i>) and send to Regional Reference Lab for QC. Assign only one accession number for each new lot/new shipment.

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Chocolate Agar Quality Control

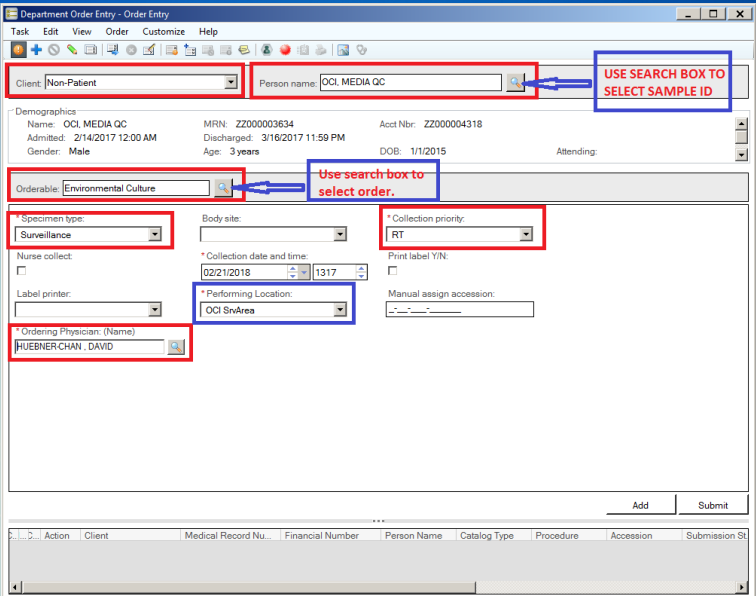
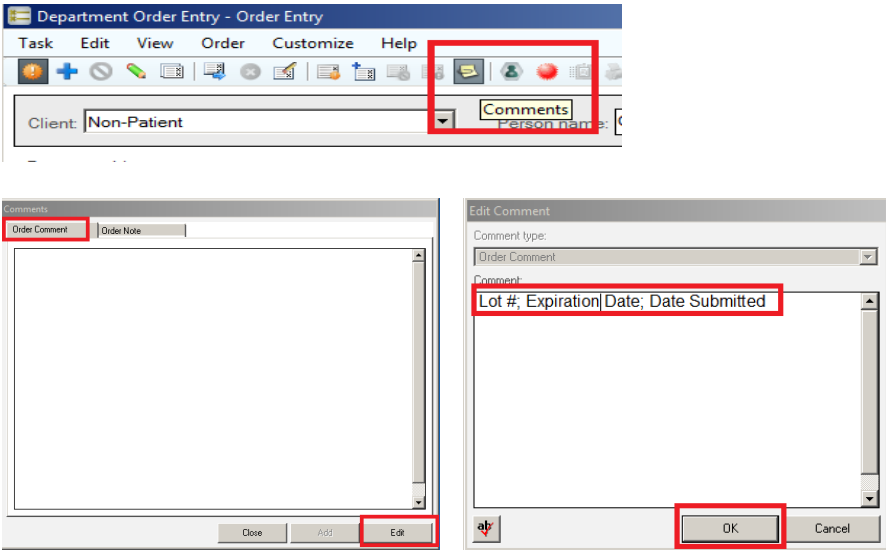
3	Complete the Chocolate Agar Quality Control Form and make a copy for OCI lab. Keep a copy in the Media QC logbook in the Bacteriology processing room.
3	Place the media along with the completed Chocolate Agar Quality Control Form in the incubator following <i>Instructions for Use: Incubator Carrier Tote SCPMG-PPP-0113</i> and send to RRL for QC.
4	Regional Reference Lab will report the results 48 hours after inoculation of media.
5	Results will print on the designated fax machine. Have a CLS review the QC results as soon as they are received.
6	File the reviewed result in the Media QC logbook in the Bacteriology processing room.
7	The report from RRL will indicate if the media quality control is acceptable or unacceptable.
8	If the media quality control is acceptable, place a dated, green “ READY TO USE ” label on the packages and rotate into the working stock of media.
9	If the media quality control is unacceptable, notify a Supervisor and document action taken.

C) ACCESSIONING THE CULTURE MEDIA

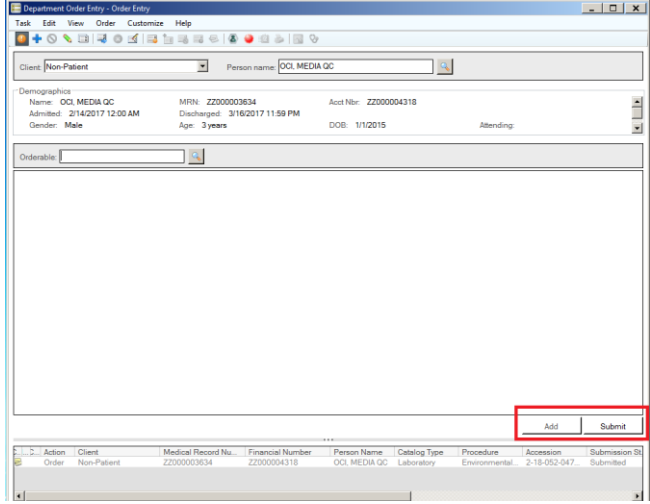
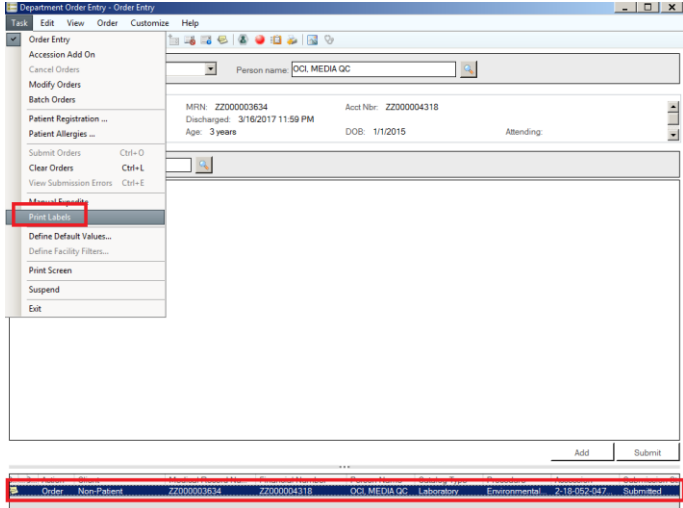
Step	Description
1	Record the following information on the Chocolate Agar Quality Control form: <ul style="list-style-type: none"> • Lot #; • Expiration Date; • Date submitted
2	Assign one accession for each new lot/new shipment. In Cerner, go to <i>Department Order Entry</i> . 
3	Enter the following information: <ul style="list-style-type: none"> • Client: Non-patient • Person Name: <i>OCI, MEDIA QC</i> • Orderable: <i>Environmental Culture</i> • Specimen Type: <i>Surveillance</i> • Collection Priority: <i>Routine</i> • Performing Location: <i>OCI SrvArea</i> • Ordering Physician: <i>Huebner-Chan, David</i> <p>Note: Use the search box to choose your selection.</p>

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Chocolate Agar Quality Control

	
4	<p>Click on the Comment box and under Comment, click Edit and enter the Lot#, Expiration Date, and Date Submitted. Click OK.</p> 

Chocolate Agar Quality Control

5	<p>Click Add to add another accession, then click submit.</p> 
6	<p>Highlight the accession at the bottom of the screen, then click Task and select Print Labels. Print two labels for each accession. Place one accession label on each plate and one on the Chocolate Agar QC Form.</p> 
7	<p>Pak Track the specimen and send with Bacteriology specimens to RRL.</p>

Chocolate Agar Quality Control

Non-Controlled Documents

The following non-controlled documents support this process.

- National Committee for Clinical Laboratory Standards. Quality Control for Commercially Prepared Microbiological Culture Media; Approved Standard - Third Edition, NCCLS document M22-A2.
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Controlled Documents

The following controlled documents support this process.

Procedure
Media Visual Inspection Form

Reference

Form
Media Visual Inspection Form
Chocolate Agar CQ Form
