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| Dimension Vista Storing Calibration Data |
| **Purpose** | This procedure provides instructions for DIMENSION VISTA STORING CALIBRATION DATA. Calibrations are printed on the Vista’s laser printer. |
| **Policy Statements** | This procedure applies to Chemistry personnel responsible for maintenance and data storage on the Dimension Vista. |
| **Materials** |  |
|  | **Equipment** |
|  | * Dimension Vista 500 Minneapolis - SN DV330942
* Dimension Vista 500 St. Paul - SN DV330946
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| **Procedure** |  |
|  | **Step** | **Action** |
|  | 1 | Obtain printouts of calibration data from the Vista. Each calibration consists of two (2) pages |
| 2 | File calibration hard copy in the appropriate place.Minneapolis * Locate the Three ring binder next to the Vista Printer.
* File calibrations according to test
* Save for 2 years.

St. Paul* Place calibrations in the file folder next to the Vista printer according the month
* Save for 2 years.
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | David Helfinstine/ L. Lichty | November 26, 2014 | Initial Version |
|  | 2 | David Helfinstine | June 30, 2015 | No longer scan to network drive. Setup GroupWise accounts for each campus with Netmail Archive. Added add/view proxy account for designated personnel. |
|  | 3 | Stephen Gripentrog | 8/11/17 | No longer storing calibrations via GroupWise, we are now storing the hard copies. |
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