|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 | | | | |
|  |  | | | | |
| **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. | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  | | | | |
|  |  | | | | |
|  |  | | | | |
| **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. |
|  |  | | | | |