|  |
| --- |
| **How to Print Barcodes for Chemistry QC** |
| **Purpose** | This procedure provides instructions for printing barcodes for use with Chemistry QC material. |
| **Policy Statements** | This procedure applies to all laboratory technical staff responsible for running Quality Control in the Chemistry Department. This procedure may be used as-needed. Some instrumentation will be supported by pre-barcoded QC material, or for convenience non-barcoded QC material may also be used.  |

|  |  |
| --- | --- |
| **Materials** | ***Product Description*** |
|  | * Computer with web browser
* Paper or labels
* Printer
* Vials for control material aliquot
 |
|  |
| **Procedure** | *Step* | *Activity* |
| 1. | Use a web browser to go to <https://blg.qcnet.com>, then enter data per the screenshot below.  |
| 2. | This example is for Architect BNP QC, lot 44K23722, levels 1, 2, and 3. |
| 3. | ***Fill in each filed per these instructions:*****Instrument**: Always select Other.**Symbology**: Always select Code 128.**Text Before Lot**: Enter the lot number here, this is case sensitive.**Product**: Select any product, this doesn’t matter but must have an entry.**Lot**: Select any of the lots, this doesn’t matter but must have an entry. Un-check the “Print Lot” button.**Level**: Skip this field.**Text After Lot**: Enter your specific level here, for example 1, 2, 3, etc.**Preview**: Verify this looks like what you want.Output type: Choose 5160 – 30 labels per sheet. |
| 4. | Click “Generate Barcodes” to create a pdf.  |
| 5. | You may print the pdf to paper or labels. Repeat this process for all levels and affix the barcoded labels to the quality control vials.  |
|  |  |

|  |  |
| --- | --- |
| Limitations | 1. Other processes to produce barcodes may be used, including barcodes supplied by manufacturers of QC material.
 |
| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions:** |
|  | 1. | Matt Johnson | 1/1/2023 | New Document |