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| **Core Lab Policy Manual** | | |
|
| **Procedure** | **document** | **Revision Date** |
| Personal Protective Equipment | PPE | 5-Jan-05 |
| Training Procedures-Checklist | Training Procedures | 25-Nov-11 |
| Administrative Guidelines | Administrative Guidelines | 11-Apr-12 |
| Tech Competency Requirements | Competency | 11-Apr-12 |
| Processing Surveys | Processing Surveys | 30-Sep-11 |
| QC Data Entry | New Lot Entry | 11-Apr-12 |
| Critical Values | Critical Values | 23-May-12 |
| Delta Checks | Delta Checks | 3-Nov-10 |
| Result Reporting | Result Reporting | 23-Sep-10 |
| Handliing Stats | Stats | 7-Dec-10 |
| Requesting a Redraw | Redraws | 3-Nov-10 |
| Processing Interdepartmental QA Specimens | QA- OR | 14-Jun-11 |
| Performing Tests for Other Institutions | Out-reach Test | 7-Dec-10 |
| Automated Pipet Calibration and Maintenance | Automatic Pipettors | 25-Jan-12 |
| Hamilton Pipet Procedure | Hamilton Pipet Procedure | 4-Dec-04 |
| Pipet Package Inserts and Warranties | Pipet Package Inserts |  |
| Laboratory Glassware | General Glassware Info | 8-Dec-04 |
| Core Laboratory Cleaning Procedure | General Cleaning | 30-May-12 |
| Phenex N.S. Phenolic Disinfectant Cleaner | Disinfectant | 7-Dec-10 |
| Reagent Preparation | Reagent Prep | 21-Feb-11 |
| Dilution Protocol | Dilution Protocol | 21-Feb-11 |
| Loss of Utilities | Loss of Utilities | 30-May-12 |
| Core Lab Accident Handling Procedure | Accident Handling | 7-Dec-10 |
| Core Lab Safety Program | Safety Program | 7-Dec-10 |
| Loss of Utilities | Loss of Utilities | 30-May-12 |
| Core Lab- Disposal of Biological Wastes | Waste Disposal | 7-Dec-10 |
| Disposal of Dry Ice | Dry Ice | 17-Oct-06 |
| Core Lab- Handling Carcinogenic Chemicals | Carcinogen Handling | 4-Apr-02 |
| Reagent Refrigerators and Freezers | Reagent Fridge and Freezer | 18-May-12 |
| Calibration of Thermomters | Calibration of Thermometers | 9-May-12 |
| Traceable Thermometers | Traceable Thermometers | 9-May-12 |
| Thermometer Package inserts | Thermometer inserts |  |
| Timer Checks | Timer Checks | 9-May-12 |
| **Chemistry Only** | | |
| Retesting Protocol when Results are Outside | Restesting | 8-Oct-08 |
| Maintenance and Lot Number Review | Lot Review | 6-Nov-06 |
| Chemistry Workload Review | Workload Review | 3-Nov-10 |
| Sample Carry Over Evaluation | Carry Over Eval | 19-Jan-11 |
| Chemistry Quality Control | QC | 19-Jan-11 |
| Chemistry Quality Management Program | QI | 3-Nov-10 |
| Task Lists | Task List | 30-May-12 |
| Mcare Downtime | Mcare Downtime | 21-Feb-12 |
| **Hematology Only** | | |
| Quality Management- Hematology | Reviewing Results | 3-Jan-11 |
| Quality Control- Heme/Coag/ Serology | QC | 3-Jan-11 |
| Hematology Position Responsibility | Task List | 3-Jan-11 |
| Mcare Downtime Procedures | Mcare Downtime | 7-Feb-12 |

I have reviewed the above procedures and agree to abide by their contents:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_