



Stanton Territorial Hospital

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Document Number: MIC60090

Version No: 1.0

Page: 1 of 4

Distribution:

Microbiology Quality Control Manual

Effective:

Date Reviewed:

Next Review:

Document Name: Entering New Media and Reagents into TQC

Approved By:

Status: **DRAFT**

PURPOSE: To outline the processes for maintaining accurate records of media and reagents and tracking lot numbers in TQC.

REAGENTS and/or MEDIA

- All culture media and reagents.

PROCEDURE NOTES:

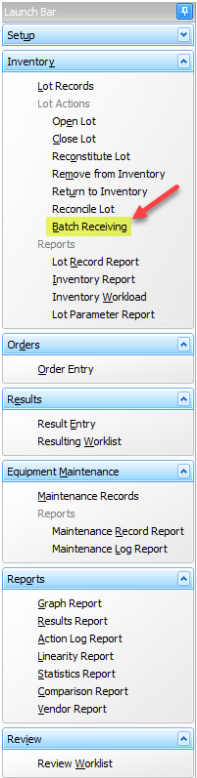
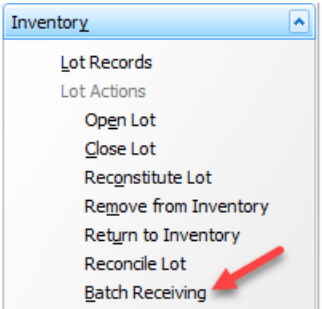
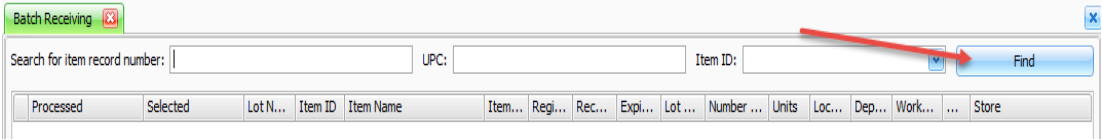
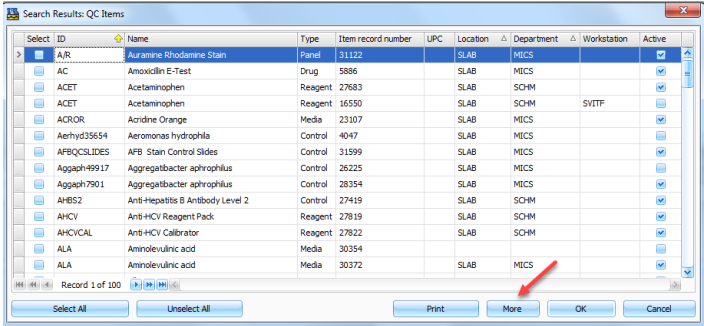
- All media and reagents received into the microbiology laboratory need to be documented in TQC in order to maintain accurate records.
- All media and reagent lot numbers need to be tracked as to when they went into use.
- All media and reagents need to be entered into TQC as “Inactive” until they are placed into use.

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FILENAME:

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PROCEDURE INSTRUCTIONS:

Step	Action
Entering media and reagents into TQC	
1	<p>From the “Launch Bar” select “Batch Receiving” under the “Inventory” tab:</p>  
2	<p>In the “Batch Receiving” window, select “Find”:</p> 
3	<p>In the “Search Result QC Items” popup box, select “More” until you are unable to select it anymore:</p> 

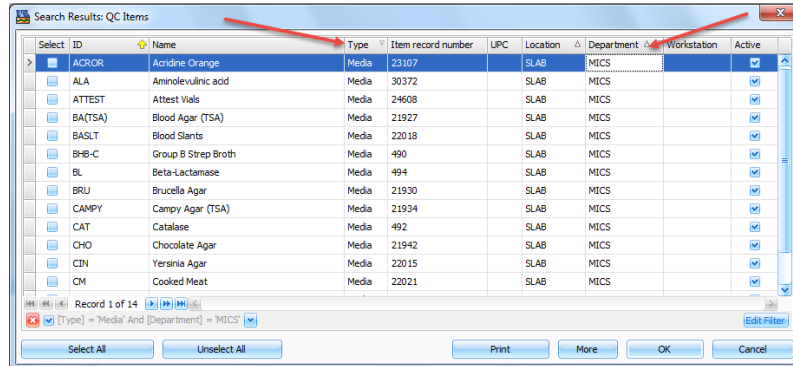
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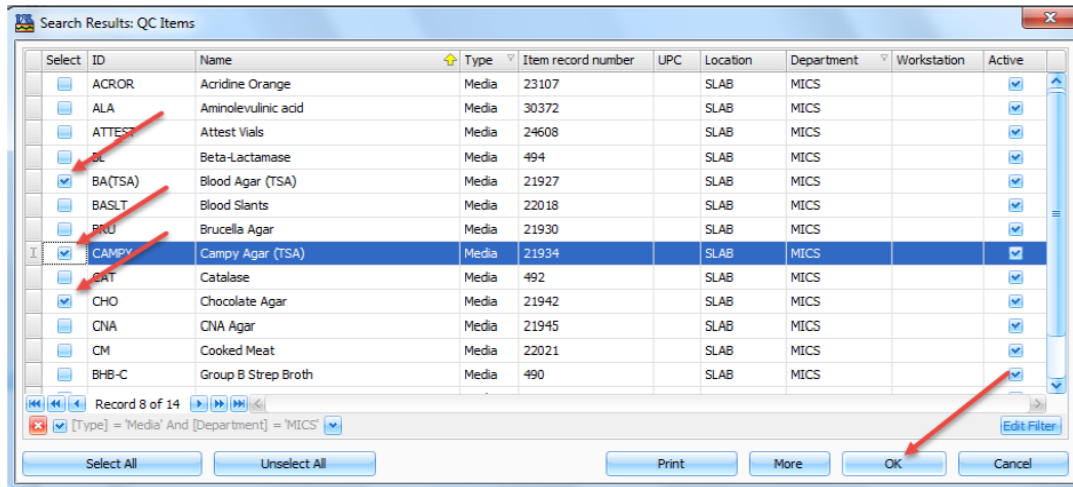
4

On the search results chart, change “**Type**” to Control, Drug, Media, Panel or Reagent and change “**Department**” to MICS:



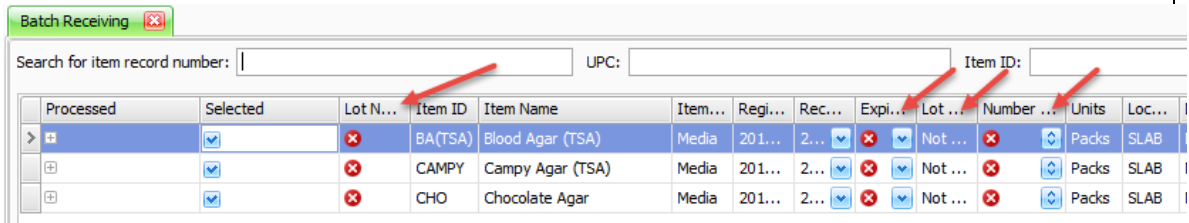
5

Select the ID of the item you want to batch receive into TQC and select “**OK**”:



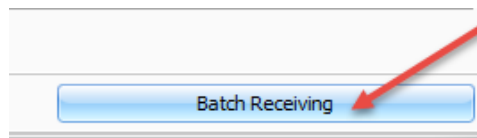
6

Enter in the Lot Number, Expiry Date, Number of units received and the Units of the item. If lot number is the same as the current one in use, change the Lot Status to “**Active**”: If lot number is new, change the Lot Status to “**Not Active**”.



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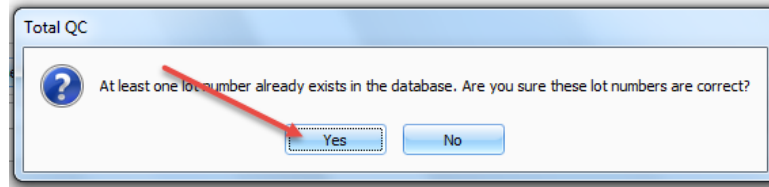
Once information is entered, select “**Batch Receiving**” in lower right corner to receive all the items into TQC.



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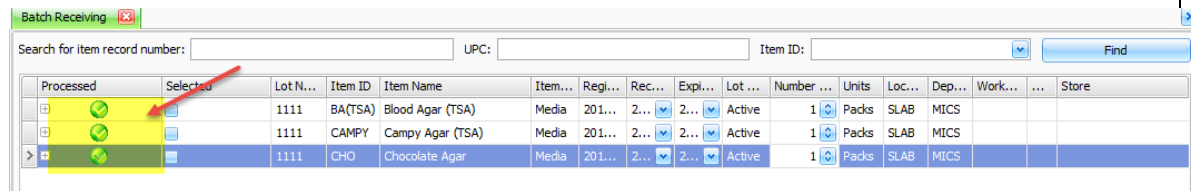
8

If a pop up window appears that says “At least one lot number already exists in the database. Are you sure these lot numbers are correct? Select “Yes”. This stating that the lot number entered has already been entered into TQC for this product from a previous order.



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When Batch Receiving is complete, a green checkmark appears in the Processed column and indicates that all products have been successfully entered into TQC.



REFERENCES:

- SCC SoftComputer. (2016, February). SoftTotalQC Total Quality Control System Version 1.0.4.

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0		Initial Release	L. Steven

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