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Microbiology Orientation Manual

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Document Name: Microbiology Daily Start Up

Approved By:

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Status: **APPROVED**

PURPOSE: To detail the responsibilities of the Microbiology Laboratory daily start up to ensure that all duties and maintenance are completed as required.

PROCEDURE INSTRUCTIONS:

Step	Action
Routine microbiology laboratory start up	
1	Record temperatures of fridges.
2	Record temperatures and CO ₂ levels of incubators and remove any manual blood cultures and place in BSC to be sub cultured.
3	Record room temperature and room humidity for main microbiology lab.
4	Remove daily reagents from reagent fridge.
5	Remove daily QC plates from specimen fridge.
6	Empty swab rack for day into biohazard garbage and replace in the BSC.
7	Empty the specimen bucked for day into biohazard garbage and replace in the BSC.
8	Perform BSC daily maintenance in the main microbiology lab. Complete maintenance record.
9	Report temperature of hot plate.
10	Empty tray of gram stains into sharps container. Wipe tray.
11	Perform BACTEC FX daily maintenance and complete maintenance record.
12	Perform Vitek 2 daily maintenance and complete maintenance record.
13	Sort Vitek 2 print outs and deliver to appropriate bench.
14	Discard LIM broths from previous week.
15	Place gram stain QC slide on staining rack for first run of gram stains.
16	Change biohazard garbage as necessary. Replace with new box.
17	Sub out any manual blood cultures.

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REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	28 Apr 2017	Initial Release	L. Steven
2.0	13 Feb 2019	Update to reflect GBS subbed in afternoon not in morning	L. Steven

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