PROGRAM Standard Operating Procedure – Laboratory Services					
Title: MIC61010 – Entering New Media and Reagents into TQC	Policy Number:				
Program Name: Laboratory Services					
Applicable Domain: Lab, DI and Pharmacy Services					
Additional Domain(s): NA					
Effective Date:	Next Review Date				
Issuing Authority: Director, Laboratory and Diagnostic Imaging Services	Date Approved:				
Accreditation Canada Applicable Standard: NA					

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GUIDING PRINCIPLE:

All media and reagents received in the microbiology laboratory need to be entered into the laboratory program SoftTotal QC (TQC) in order to maintain accurate records and be able to track the dates lot numbers and shipments go into use.

PURPOSE/RATIONALE:

This standard operating procedure provides instructions on how to enter media and reagents into SoftTotal QC (TQC).

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) entering media and reagents into TQC.

REAGENTS and/or MEDIA:

• All culture media and reagents received in the STH Microbiology Laboratory

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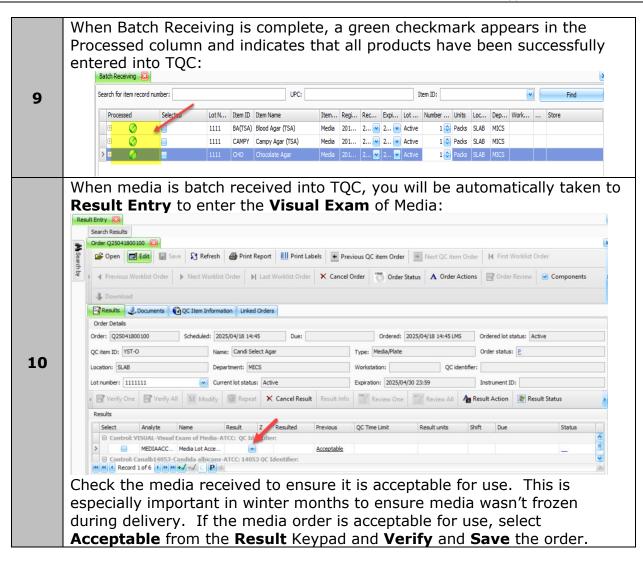
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REFERENCES:

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

APPROVAL:

Date

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REVISION HISTORY:							
REVISION	DATE	Description of Change	REQUESTED BY				
1.0	20 Sep 17	Initial Release	L. Steven				
2.0	06 Oct 19	Procedure reviewed	L. Steven				
3.0	05 Jul 21	Procedure reviewed and added to NTHSSA policy template	L. Steven				
4.0	03 Jul 23	Procedure reviewed	L. Steven				
5.0	28 Apr 25	Procedure reviewed	L. Steven				

Policy Number: