

TRAINING UPDATE

Lab Location: SGMC & WAH
Department: Field Ops

Date Distributed: 1/14/2016
Due Date: 1/31/2016
Implementation: 2/1/2016

DESCRIPTION OF REVISION

Name of procedure:
Room Temperature Log (Non-Technical) AG.F172.3
Description of change(s):
<p>Added a decimal place to the minimum and maximum acceptable temperature. <i>This mean the temperature is unsatisfactory if it is 25.1, 25.2, or higher; or if it is 17.9 or lower.</i></p> <p>Updated the locations to match the current lab spaces. <i>Satellite Tube Storage WAH refers to the area between client service desk and lab conference/QA room.</i></p> <p>This revised FORM will be implemented on February 1, 2016</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Room Temperature Log

Month: _____	Year: _____	Thermometer ID: _____
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Interp: S = satisfactory, temp w/in acceptable range
 U = unsatisfactory, circle result and document corrective action; notify supervisor/Incharge immediately.
 Complete Variance form. Additional corrective action should be documented on the back of the sheet.
 Check Reset box to document device is reset daily

Date	Minimum Temp. (≥18.0C)	Maximum Temp. (≤25.0C)	Interp	Reset	Tech Code	Corrective action	Weekly Review date/initial
1							
2							
3							
4							
5							
6							
7							
8							
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27							
28							
29							
30							
31							

Location:

Phlebotomy Lab Level SGMC

Phlebotomy Outpatient SGMC

Phlebotomy Outpatient WAH

Satellite Tube Storage WAH

Other: _____

Monthly Review (date/initial)

Corrective Action Codes:

- | | |
|---|---|
| <p>A. Rechecked temperature (<i>Log repeat temperature</i>)</p> <p>B. Adjusted Thermostat (<i>Retake temperature in 1 hour</i>)</p> <p>C. Contacted Plant Ops / Facilities</p> | <p>D. Affected contents relocated</p> <p>E. Contents quarantined pending evaluation</p> <p>F. Other: (<i>Document on reverse side of this sheet</i>)</p> |
|---|---|