

Lab Location: GEC, SGAH & WAH
Department: Technical staff

Date Distributed: 6/5/2012
Due Date: 6/30/2012

PROCEDURE REVIEW & COMPETENCY

Name of procedure:
Binder Format Standards

Review the SOP and take the MTS competency quiz.

This is not a REVISION.

Non-Technical SOP

Title	Binder Format Standards	
Prepared by	Leslie Barrett	Date: 8/8/2009
Owner	Robert SanLuis	Date: 8/10/2010

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates. Refer to the cover page for the Local Effective Date.</i>		
Local Issue Date:		Local Effective Date:

12 month (or new) management review and approval: Signature acknowledges SOP version remains in effect with NO revisions.		
Print Name	Signature	Date

TABLE OF CONTENTS

1. PURPOSE..... 3
 2. SCOPE 3
 3. RESPONSIBILITY..... 3
 4. DEFINITIONS..... 3
 5. PROCEDURE..... 3
 6. RELATED DOCUMENTS 4
 7. REFERENCES 4
 8. REVISION HISTORY..... 4
 9. ADDENDA AND APPENDICES 4

1. PURPOSE

Binders that contain Laboratory documents have a standard format and color system to easily identify contents.

2. SCOPE

Applies to Laboratory manuals that contain procedures, reference documents and records (quality control, preventive maintenance, validations, proficiency testing).

3. RESPONSIBILITY

All Laboratory staff must comply with this procedure.

4. DEFINITIONS

None

5. PROCEDURE

1. Binder covers and spine labels utilize a standard template to ensure a uniform appearance.
2. Paper color is standardized as follows

	Yellow	Calibrations (Pipette, Instruments)
	Aqua	Proficiency Testing
	Orange	Instrument / Method Comparison
	Purple	Quality Control
	Bright green	Reagent (Validation, Lot-to-Lot checks)
	Hot Pink	Procedures (SOPs) and Reference documents (Package inserts for reagents, calibrators and QC material)
	Sky Blue	Maintenance
	Red	Patient Look Back

6. RELATED DOCUMENTS

None

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L056.000		
000	8/10/2010	Update owner	L. Barrett	L. Loffredo

9. ADDENDA AND APPENDICES

- Sample cover
- Sample spine

CHEMISTRY QUALITY CONTROL

Form revised 3/31/00

CHEMISTRY QUALITY CONTROL