

**SUBJECT: LABELING OF REAGENTS & SOLUTIONS**

**1.0 Scope:**

1.1 This policy applies to all reagents and solutions prepared or used in the Laboratory.

**2.0 Policy:**

2.1 All reagents, controls, standards, etc. shall be properly labelled to assure the high quality of patient results.

**3.0 Procedure:**

3.1 All reagents, controls, standards, etc. shall be marked with the date they were received in the laboratory.

3.2 Each container will be marked with the date reconstituted or put into use, and the expiration date of that opened container if expiration date will be modified per manufacture instructions.

3.3 No reagent, control or standard shall be used after its stated expiration date.

3.4 All prepared reagents and solutions shall be labeled containing the following:

3.4.1 Identification of contents

3.4.2 Concentration (if applicable)

3.4.3 Caution information (if applicable)

3.4.4 Preparation instructions (if applicable)

3.4.5 Date of preparation

3.4.6 Date of expiration

3.4.7 Initials of tech. who prepared the contents.

3.4.8 Storage requirements, as directed by their manufacturer or other reliable source.

3.4.9 Lot number of the original container.

**4.0 Storage:**

4.1 All highly flammable reagents will be stored in the flammable cabinet or in limited amounts according to the room's square footage.

4.2 Acids will be stored in the Acid cabinet in Histology room.

**Policy Approval:**

All staff are responsible for evaluating supplies, reagents, solutions, kits, etc. for stability and expiration dates.

**Policy Reviewed:**

Thomas Geis, MT(ASCP)

Laboratory Manager

Date: 4.4.24

All areas in the lab need to be kept clean and organized to help to manage the supply usage and disposal.

Prior to the ACHC survey, between beginning of October and end of November, I need all staff to check every supply in your area for expiration dates, open dates etc.

**Policy Approved:**

Patrick Feasel, MD

Lab Medical Director

Date: 4-19-2024