**UW Medicine - Pathology**

400-08-01-07

Reagents, Media and Supplies Procedure

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| Adopted Date: 08/1991Review Date: 09/2005Revision Date: 08/2010 |

PURPOSE

To maintain effective reagents, media and supplies; to minimize productivity loss due to poor quality. New reagents should be validated in procedures before use. Validation is done through parallel testing and evaluation of results followed by faculty review and approval. Reagent validation information is kept in validation notebook.

PROCEDURE

1. Proper labeling of all reagents includes content, concentration, quantity, titer, storage requirements, preparation date or date put into use or opened date, expiration date, precautionary labels, initials of person prepping or opening reagent.
2. **Media:** Media components should be defined and tested by the manufacturer. Copies of manufacturer’s Quality Analysis are kept in the Media QC notebook. Lot numbers on all components of media are recorded in each area. A record of which media is used in each culture is recorded as well. Amnios, Solid Tissue and Tumors record lot numbers in their case logbook. Bloods and Neoplasias record lot numbers in separate media preparation books and cross reference the cultures in which it’s used by dates. Media expiration is 2 weeks after completion.
3. **Chemical Reagents:** Record of purchases, sources, dates, amounts and lot numbers are to be up-to-date. On the office computer “Supplies” program there are records of all items purchased (including date ordered, who ordered it, when it was received), with their source, catalog number and Materials Management number (if any). Chemical reagents, solutions, commercial test strips and tablets should be obtained from reliable sources. Directions for the preparation and use of chemical reagents employed in testing biochemical reactions should be included in the file of procedural routines. Each freshly prepared stock solution must be tested with known control cultures for proper reactions by overlapping lots. Testing results are recorded in logbook containing certification of content by manufacturer (AA108E).
4. **Solutions:** Commercially prepared solutions should be used in accordance with the directions of the manufacturer and checked for proper response. Working solutions should be adequately labeled, dated and initialed and should be replaced when past the expiration date. Stock trypsin solution for G-banding, glutamine and complete media has very short shelf life, even in the refrigerator. They should be discarded after 2 weeks of storage for completed media, and 2-3 wk for glutamine and trypsin.
5. **Stains:** Powdered stains and stain solutions should be procured from reliable sources. Complete, specific directions for the preparation of all staining solutions should be included in the procedure manual or file. Stain reagent bottles should be dated when opened. Stain stock solutions should be labeled, dated when prepared and checked for proper reaction against control organisms.
6. **Molecular Biology Reagents:** Only dedicated glassware, disposable pipettes, and supplies labeled RNA should be used. Whenever possible reagents should be purchased from sources guaranteeing RNAse-free product. Wear gloves to handle any “RNA use only” products or containers.
7. **FISH Probes:** Should not be used on clinical samples past their expiration date. They should be stored in a container/box marked “for research use only”.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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