**REAGENT QC FLOW CHART –EMCP**

**PERFORM QC as per SOP.**

**\*RECORD DATE IN USE WHEN A NEW LOT IS OPENED ON FORM BBQC0-01 FORM B1\***

**3rd Shift:**

See BBQC01-01 Daily & Day reagent QC procedure.

* Perform QC per sop
* Circle “No” in the New Shipment box.
* “NA” for date received.
* **STOP HERE.**

**NEW SHIPMENT**

**YES NO**

 **New Lot or Current lot**

**3rd Shift:**

* For All QC performed on lots with the Light blue sticker:
1. Place a **Green “Lot in use”** sticker on the boxes.
2. Date and initial the **Green stickers.**
3. Place the reagents in the Frig designated for “Lots IN USE”.
4. Document QC done, initial and date the invoice (s).
5. Place the invoice (s) back into the new shipment box.

 **Place the invoice back into the new shipment box.**

**3rd Shift**:

For ALL QC performed on lots with the **Orange sticker:**

1. Place the reagents back into the Frig designated for “Lots NOT IN USE”.
2. Document:” QC done, initial and date” the invoice.
3. Place the invoice back into the new shipment box.

**NOTE:** If the new lot needs to be put into use, a green sticker can be completed and the reagent can be placed into use, documented on **BBQC0-01 FORM B1, and placed in the frig designated for Lot in use.**

**\*The reagent does not need to be QC’d twice, however, the QC results for new shipment should be written on its own form for tracking purposes.**

**3rd Shift:**

1. Read the communication log
2. Retrieve the invoice from the New shipment QC box.
3. Perform QC on 1 of each lot of reagent with either an **orange** sticker or a **light blue sticker**.
4. Document the QC for Anti-A, Anti-B, Anti- D, Anti-AB, 3% A1 cells and 3%B cells on form BBQC01-01 Form A
5. Document the QC for 0.8 % A1 cells, 0.8 % B cells, ABD gels cards and IgG gel cards on BBQC01-03 Form B Day of Use QC.
6. Circle “Yes” for new shipment.
7. Document date received.
8. Fill in all applicable spaces.
9. Initial and Date the form.
10. Place completed form in QC binder under BBQC01-01 Form B” Daily Reagent Identification”.
11. Place a **Yellow** “Shipment Qc’d by” sticker on each box.
12. Initial and date each yellow sticker.

**\*NOTE: Donot perform New shipment QC on the Same form as the Routine daily QC**.

 **Day Shift (or 2nd shift)**

If the new shipment is listed below continue to the next step.

1. Anti -A
2. Anti-B
3. Anti-D
4. Anti- AB
5. 3% A1 cells
6. 3% B cells
7. 0.8% A1 cells
8. 0.8% B cells
9. ABD gel cards
10. IgG gel cards

 **Day Shift:**

1. Document reagents in materials receipt log.
2. If new lot: Place “**New Lot New Shipment QC**” sticker –(orange)
3. If current lot in use- Place “**Current Lot new Shipment**” sticker- (light blue)
4. Place reagents in the Frig designated for lots not in use.
5. Make a copy of the invoice (s).
6. Place the original copy in Lead tech’s rack.
7. Place copy in the box for New Shipment QC.
8. Notify 3rd shift in the communication log that a new shipment needs QC.