

UW Medicine - Pathology

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Reagent Management Procedure

Adopted Date: 04/22/11

Revision Date:

PURPOSE

This procedure has been implemented to ensure that all reagents used in the laboratory are properly labeled, properly stored and used within their indicated expiration dates. Reagents that are not subject to out dating are confirmed for acceptable performance by technical assessment of testing methodology.

PROCEDURE

Materials:

- Chemicals/Reagent supply items
- Diamond Hazard Reagent labels
- Pen
- Log Record of Chemical without Expiration Date Form

Procedure:

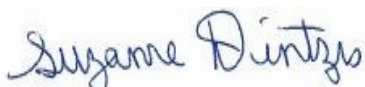
General Reagent labeling requirements:

Note: All proprietary reagents are labeled by the manufacturer with content labels and expiration dates.

1. Using appropriate diamond hazard reagent labels; label all solutions prepared in the laboratory with the following;
 - Content and Quantity, Concentration or titer.
 - Storage requirements
 - Date prepared or reconstituted
 - Expiration date
 - If chemical belongs to any of the following hazard categories, add to label.
 - Carcinogenic
 - Teratogenic / mutagenic
 - Flammable
 - Corrosive
2. If the expiration date changes upon opening the container, indicate the new expiration date on the container.

3. If no expiration date, log reagent/chemical on the *Log Record of Chemical without Expiration Date Form* and indicate the applicable stain/test affiliation. Confirmation of acceptable performance is monitored by the satisfactory results of the applicable testing methodology. The departmental maximum expiration timeline is 10 years for chemicals/reagents that are not subject to out dating.
4. Manufactured preparation expiration dates are to be observed such that any reagents that outdate are to be disposed of through the proper organizational waste management process.
5. Prepared reagents should be marked with the recommended manufacturer expiration date.
6. Store all reagents as recommended by the manufacturer. Note that some reagent storage requirements may change upon opening.

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5/22/13

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