

BIO: Standards

Introduction	To determine that a procedure is working properly, appropriate standards are essential.
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Sources	Standards are obtained by <ul style="list-style-type: none">• purchasing from a reputable manufacturer• using body fluids from laboratory staff
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Testing to ensure reliability	To ensure reliability, the standard is tested using the appropriate procedure before use. The results are recorded in the <i>Biology Quality Control Log Book</i> located in the Biology Laboratory.
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Labeling-purchased standards	Purchased standards will be labeled with the following information: <ul style="list-style-type: none">• identity of substance• lot number• date received• initials of the person who received the standard• date opened• safety hazards, as appropriate
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Labeling-prepared standards	Prepared or collected standards will be labeled with the following information: <ul style="list-style-type: none">• identity of substance• date prepared or collected• initials of person who made or collected the standard• safety information, as appropriate
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BIO: Standards, Continued

DNA procedure check The laboratory shall check its DNA procedures annually or whenever substantial changes are made. The procedures will be checked using a NIST standard reference material or a NIST-traceable standard

This will provide an annual performance check of the laboratory's robotic extraction instruments, Real-Time PCR quantitation instruments, PCR thermal cyclers, and genetic analyzers.

Records Records will be maintained for each standard and may include, as appropriate, the

- source
- lot number
- date standard was made or collected and by whom
- date purchased standard was received and by whom
- date reliability testing was performed and by whom
- certifications of purity from the manufacturer

These records will be located in the *Biology Quality Control Log Book*, located in the Biology Laboratory. The records will be kept a minimum of five years.
