

## **BIO: Standards**

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**Introduction** To determine that a procedure is working properly, appropriate standards are essential.

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**Sources** Standards are obtained by

- 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 *Biology Quality Control Log Book* located in the Biology Laboratory.

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**Labeling-purchased standards** Purchased standards will be labeled with the following information:

- 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:

- 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

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**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.

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**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.

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