

7. An Equipment Cleaning and Maintenance Log should be maintained for each incubator and should include, at least, the following:
 - Cleaning and/or disinfection of the incubator;
 - Description of maintenance/calibration;
 - Date activity performed; and
 - Name/initials of person performing the activity.
8. Incubator Records for Samples should include, at least, the following:
 - Sample identification;
 - Date and time in and out of the incubator as required by the test method;
 - Number of sample containers;
 - Incubation temperature set point; and
 - Name/initials of person performing the activity.
9. Sterilization and Depyrogenation Processes used in the microbiology laboratory should be validated for each load pattern.
10. Sterilized Equipment should be labeled with the cycle number and expiration date and stored in a manner that prevents contamination (e.g., in designated storage area). Wrapped, sterilized items should be inspected prior to use for dryness and to verify the integrity of the wrapping. Wet or torn, wrapped **sterile** items should not be used and should be removed from the work area.
11. Training for Personnel Working in the Microbiology Laboratory should include, and not be limited to, the following, as applicable to the job function:
 - Departmental Standard Operating Procedures (SOP);
 - Analytical, bioanalytical, or microbiological test methods;
 - Preparation and storage of microbial cultures, reagents, buffers, reference standards, and microbiological culture media;
 - BI preparation and testing;
 - Laboratory mathematics (e.g., calculation of dilution schemes and microbial titers);
 - Aseptic techniques for applicable test procedures;
 - Gowning practices for applicable test procedures;
 - Cleaning and disinfection of work areas;
 - Environmental monitoring procedures; and
 - Use of unidirectional airflow units and biosafety cabinets.
12. Qualification of Personnel Performing Test Procedures should include demonstration of the ability to perform the test methods according to approved written procedures. Requalification in a test method should be required if the analyst has not performed the method during the past year or a significant change was made to the method since the analyst was last trained in the method.
13. Laboratory Materials, such as reagents, buffers, reference standards, microbial cultures, microbiological culture media, and BIs that are used during microbiological testing should meet the requirements specified by the applicable method and should be labelled with, at least, the following information:
 - Material name;
 - Concentration, if applicable;
 - Expiration or re-evaluation date;