

Standard Operating Procedure

Title: Handling of Test Sample in Microbiology Laboratory

- 5.2.3 Test samples per the appropriate Microbial Test Method (MTM) maintained within the Laboratory.
- 5.2.4 Documentation of raw data in Laboratory Notebook
 - 5.2.4.1 Test Being Performed
 - 5.2.4.1.1 E.g. (Req # - TPC, Y/M)
 - 5.2.4.2 MTMs used for testing
 - 5.2.4.3 Scale ID
 - 5.2.4.4 Media Lot numbers used
 - 5.2.4.4.1 If more than one lot of the same media is used on a given day indicate which request utilized a given media type.
 - 5.2.4.5 Dilution used
 - 5.2.4.5.1 If more than one dilution is used indicate which request utilized the particular dilution.
 - 5.2.4.6 Sample Information
 - 5.2.4.6.1 Assigned request number(s) from section 5.1.1.1. 5.2.4.6.2 Name and Lot number of material
 - 5.2.4.6.3 Weight of sample
 - 5.2.4.6.4 Dilution plated
- 5.2.5 Documentation of raw data in EMIS database
 - 5.2.5.1 Enter in comments section of EMIS protocol.
 - 5.2.5.1.1 Assigned request number from section 5.1.1.1. 5.2.5.1.2 Stability samples, enter time point information:
 - 5.2.5.1.2.1 e.g. "Stability @ 30/70/48" which translates to 30°C/70% Humidity/48 Months
 - 5.2.5.1.3 Make reference to Microbiology Laboratory Notebook e.g. MIC 1/2008.
 - 5.2.5.2 RM/BM Lot Number
 - 5.2.5.3 Sample tested by and read by
 - 5.2.5.4 Incubator ID, temperature, and incubation dates.
 - 5.2.5.4.1 Incubation start date is equivalent to date tested.
- 5.2.6 Place sample into appropriate "Tested Samples" area.
 - 5.2.6.1 Controlled samples are placed back in the locker.

5.3 Testing Completion

In case of all results meet test

- 5.3.1 Enter results and supplemental data into appropriate database as results are available.