

Instructions for Use

1. This form is to be used for reagent preparation records in all sections of the Department, except for reagents which are recorded in the case file.
2. If a reagent is prepared using more than three chemicals, multiple sheets should be used.
3. The Reagent name, Preparation Instructions and Chemical names (yellow highlighted areas) shall be completed and reviewed prior to use. If a QC check is required, it should be recorded in the Preparation Instructions area of the form. Insert "This reagent does not require a QC check" in the Preparation Instructions, if appropriate. Additional information may be added to the Preparation Instructions at the discretion of the Program Manager.
4. The reviewer of the form shall be a supervisor or their designee. The reviewer will ensure that the current preparation instructions and QC requirements are recorded onto the form as required by Section procedures and accurately reflect the current version of the technical procedure manual.
5. The form shall be printed and batches of reagents recorded onto the bottom part of the form.
6. Preparation instructions may include "recipes" for different final volumes. Different final volumes not listed in the preparation instructions may only be made if allowed by the section procedures. The amounts used of each component shall be documented in the "Chemical" columns. It may be necessary to use two rows for these types of records.

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