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Section: Mycology Bench Manual	Subject Title: Daily Routine of the Mycology Lab	
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DAILY ROUTINE OF THE MYCOLOGY LAB

1. Check and record the temperature readings of all incubators, refrigerators, and freezers every morning. If there is an abnormal reading, report it to the charge technologist.
2. New cultures received are sorted, matched with the daily worklist, placed in numerical order (accession #) and separated according to reading schedule, and length of incubation. Fungal culture plates are examined, sealed with Parafilm and then placed in appropriate stacks and incubated at 28°C. Any culture medium showing fungal growth is removed for further work-up.
3. Fungal smears are stained and read twice daily - once before noon and again in the afternoon. All smears must be read within 24 hours except on Weekends and Holidays. All positive smears showing septate/aseptate hyphae, *Pneumocystis carinii* or yeast suggestive of Histoplasma, Blastomyces or Cryptococcus are checked by the senior mycology technologist or the microbiologist.
4. **Screening and reading cultures:**
 - i) CSF, blood and lung biopsy (and special request) cultures are read daily for the first two weeks and two times a week for the remaining incubation period. Positive specimens are worked up immediately.
 - ii) Routine screening of all other fungal cultures is done three times a week for the first two weeks and two times a week for the remaining incubation period. LPAB (Lactophenol Aniline Blue) preparations are made at least twice a week or daily depending on volumes. Any mold referred from the bacteriology section is processed and worked up the same day (except weekends and holidays). All LPAB preparations are checked by the senior mycology technologist or the microbiologist.