

TML/MSH Department of Microbiology Quality Manual	Policy QDRMI01001.01	Page 1 of 3
Section: Documents and Records	Subject Title: Microbiology Procedure Manual Format	
Prepared by: QA Committee	Original Date: March 1, 2003	
Issued by: Laboratory Manager	Revision Date	
Approved by: Laboratory Director	Annual Review Date:	

MICROBIOLOGY PROCEDURE MANUAL FORMAT

The following sections are included:

1. Quality System Essentials Manual

- Organization
- Personnel
- Document and records
- Equipment
- Purchasing and inventory
- Process control
- Occurrence Management
- Assessment
- Process Improvement
- Information Management
- Service and satisfaction
- Facilities and safety

2. Technical Procedure Manual

- Antimicrobial Susceptibility
- Bioterrorism
- Bacteria Work-up
- Blood Culture
- Enterics
- Environmental
- Genitals
- Infection Control
- Infection Control Bench
- Laboratory Information System
- Miscellaneous Swabs
- Mycobacteriology
- Mycology
- Parasitology
- Quality Control
- Respiratory
- Safety
- Serology

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

NOTE: This is a CONTROLLED document. Any documents appearing in paper form that are not stamped in red "MASTER COPY" are not controlled and should be checked against the document (titled as above) on the server prior to use.

TML/MSH Department of Microbiology Quality Manual	Policy QDRMI01001.01	Page 2 of 3
Section: Documents and Records	Subject Title: Microbiology Procedure Manual Format	

- Specimen Collection
- Sterile Fluid
- Sterility Manual
- Technical Method Manual
- Urine
- Virology

Quality Manual Format:

"QXXMIYYZZZ.VV"

Q = for all Quality Manual

XX = code for Quality System Essentials:

- OR - Organization
- PE - Personnel
- EQ - Equipment
- PU - Purchasing and inventory
- PC - Process control
- DR - Document and records
- OM - Occurrence Management
- AS - Assessment
- PI - Process Improvement
- SS - Service and satisfaction
- FS - Facilities and safety
- IM – Information Management

MI = Microbiology

YY = numeric digit for each process (01 - 99)

ZZZ = numeric digit for each process (001 - 999)

VV = version code (01 - 99)

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

NOTE: This is a CONTROLLED document. Any documents appearing in paper form that are not stamped in red "MASTER COPY" are not controlled and should be checked against the document (titled as above) on the server prior to use.

T:\Microbiology\New Manual\Live Manual\Quality Manual\Documents and Records\Documents Numbering QDRMI01001.doc

TML/MSH Department of Microbiology Quality Manual	Policy QDRMI01001.01	Page 3 of 3
Section: Documents and Records	Subject Title: Microbiology Procedure Manual Format	

Standard Operating Procedure Manual Format:

Each section is subdivided by specimen type.

Each specimen type includes:

- Specimen Collection and Transport
- Specimen Processing
- Isolation and Identification
- Sensitivities
- Reporting
- Reference

Numbering (Coding) System for the Procedure Manual:

	CODE
Department e.g. Microbiology	MI
Section e.g. Respiratory	RESP
Specimen type e.g. Sputum	##
Version	v01

Each Section of the manual should contain a page for Table of Contents including the coding of each paragraph. **Example:**

RESPIRATORY

TABLE OF CONTENTS

Sputum MI\RESP\10\v01.....2

Throat Swab MI\RESP\11\v01.....5