

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI\QC\12\01\v01	Page 1 of 3
Section: Quality Control Manual	Subject Title: Appendix I (Bench QC Responsibility Chart)	
Issued by: LABORATORY MANAGER	Original Date: April 11, 2001	
Approved by: Laboratory Director	Revision Date: February 15, 2002	

	Planting	Blood Cultures	Genitals	C.difficile	Gram Stain	Urine	Vitek	Wounds
Daily	Cabinet pressure Isoplator N2 tank pressure Gram stain slide	Catalase x 2 Oxidase x 2 Staph agglu.x 2 BacT/Alert temp BacT/Alert tape Cabinet pressure Tube coag TDNase Gram stain Heating Blocks	Catalase Oxidase Staph agglu. Heating Block	Kit Control (M-F)	Gram Kohler	Catalase Oxidase Staph agglu. Isoplater Reading Heating Block	Reader temp Change tape QUAD Screen POD Screen Oxacillin Screen	Catalase x 4 Oxidase x 4 Staph agglu.x 4 Tube coagulase Germ tube Heating Block
Weekly	Isoplator	Cefinase					Sensi cards QC KB QC	
When use					Eosinophil stain ZN		Dispenser calibration	
Monthly								
On receipt							ID and sensi cards (on receipt)	
Every 6 months								
Other duties								

	Respiratory	Infection Control	Mycology	QC	Adelino	Serology	Virology
Daily	Catalase x 2 Oxidase x2 Staph agglu. x 2 Bile solubility ALA Heating Block	Catalase x 3 Oxidase Staph agglu. x 3 PYR	Calcofluor (M-F) Cabinet pressure Oxgall Kohler Cornmeal	s/c CO2 Controls (every other day) Heating Blocks		Temp. (M-F)	Cabinet pressure Cabinet pressure Temp. check
Weekly	Cefinase	Denka		Tibutyrim MUG/Indole Optochin NA CF Bile solubility	Prepared media	CO2 check	Nitrogen tank level CO2 check
When use	ALA	GenProbe Xylose LAP				All test kits	PCP/batch CMV antigenemia/ batch
Monthly				Equipment PM Subculture QC Isolates from freezer Antisera QC		Clean incubator	Clean incubator

	Respiratory	Infection Control	Mycology	QC	Adelino	Serology	Virology
On receipt		Fungal media Rapid Yeast	3% NaCl ALA Antisera QC API BEAA Bile Esculin Bile Solubility Campy Catalase Cefinase CF Choc EBM Eosinophil EV GMSL Gram stain GT HI IMA	Indole (TSB) KV LAP MAC MCPOD MDP Broth ML MSAOX Mueller Hinton MUG/Indole NA NaCl Novobiocin OCBL ONPG Optochin Oxacillin Oxidase PYR QUAD	SMAC Spot Indole Staph agglu. Strep Grouping TCBS Thermometers Todd Hewitt broth Tibutyryn TSI Tube coag Urea ZN		Media
Every 6 months			Pipette check (send-out) Centrifuge check				
Other duties			Trouble shoot QC problems New product evaluation				