

Appendix – Example Forms and Logs

Freeman KP

For each form or log, a filled-out example is provided first, followed by a blank version. Blank versions may be copied and used.

EXAMPLE TEMPERATURE CHART

Freezer/Refrigerator (specify): Reagent Refrigerator #1

Acceptable Temperature Range: 4 to 8 °C

Frequency of Monitoring: Daily (Monday to Saturday)

Usual setting: 3 (1 warmest to 5 coldest)

Date	Temperature (°C)	Action(s) Needed or Taken		Comments	Initials
		No Action	Action Taken		
01-03-09	5	X			LAM
03-03-08	6	X			KPF
04-03-08	10		Adjusted thermostat to 2		KPF
05-03-09	7	X		Adjustment appears adequate	LAM
06-03-09	8	X			LAM
07-03-09	10		Defrosted refrigerator		KPF
08-03-09	7	X		Defrost appears to have worked	LAM

BLANK TEMPERATURE CHART

Freezer/Refrigerator (specify): _____

Acceptable Temperature Range: _____

Frequency of Monitoring: _____

Usual setting: _____

Date	Temperature (°C)	Action(s) Needed or Taken		Comments	Initials
		No Action	Action Taken		

EXAMPLE INSTRUMENT CALIBRATION AND SOFTWARE UPDATE LOG

Date	Instrument	Update	Done By	Comments
02-03-08	Animed Chemistry Analyzer	Calibration Disk Installation	LAM	Regular update sent by Animed
05-03-08	Apple Electrolyte Analyzer	Monthly Calibration	LAM	According to SOP Chem 1.1. Apple Electrolyte Analyzer Monthly Calibration

BLANK INSTRUMENT CALIBRATION AND SOFTWARE UPDATE LOG

Date	Instrument	Update	Done By	Comments

EXAMPLE COMPARABILITY TESTING LOG

Date	Patient ID	Result needing verification	Send Out		Agreement Acceptable?		Investigation, If Not Acceptable	Comments /Initials
			Lab & Date	Result	Yes	No		
02-02-08	"Spencer" Jones	Elevated Ca ⁺⁺ = 2.7 mmol/L	Idexx, 02-02-08	2.9 mmol/L	X		Good agreement/KPF	
05-03-08	"Ben" Edwards	Increased PCV = 0.76 L/L	Idexx, 05-03-08	0.50 L/L		X	Discussed QBC result with Customer Services – considered poor sample separation likely.	Monitor 2 additional specimens for agreement of hematocrit/LAM
07-03-08	"Bow" Freeman	Normal PCV = 0.45 L/L	Idexx, 07-03/08	0.46 L/L	X		Previous nonagreement specimen ('Ben' Edwards) – checking to see that QBC is OK/LAM	

EXAMPLE EQUIPMENT PERFORMANCE PROBLEM LOG

Instrument Identification: Apple Electrolyte Analyzer, Serial number 27484

Date	Problem	Analysis	Action	Comments	Initials
01-02-08	QC Rejection, QC materials 1 and 2, Test: CK	Reagent out of date	Order new reagent	No CK reported until new reagents available. Anticipated arrival on 04-02-08	KPF
04-03-08	Scheduled lamp test shows failure at wavelength 110	Lamp needs replacing Likely random error. No other calciums that day (10 total) were low. All others WNL. Calcium control materials 1 and 2 OK	Lamp replaced	Test of new lamp shows acceptable performance	LAM
22-03-08	Repeat test of low calcium comes in as within normal limits		No action needed.	Sent serum from this dog ('Dotty' Spencer) to reference laboratory for calcium testing – confirms within reference interval.	LAM

BLANK EQUIPMENT PERFORMANCE PROBLEM LOG

Instrument Identification: _____

Date	Problem	Analysis	Action	Comments	Initials

EXAMPLE LEVEY-JENNINGS CONTROL CHART

Instrument Identification: Animed Chemisry Analyzer, Serial number 28893

Control Material Name : DCL Chemistry Control Material Number 1

Control Material Batch Number: 90478-B

Control Material Expiration Date: 11/2009

Analyte: WBC

	Value						
+3 SD	31.0						
						X	
+2 SD	28.00						
			X				
+1 SD	25.00				X		
		X					
Mean	22.00						X
-1 SD	19.00			X			
-2 SD	16.00						
-3 SD	13.00						
Date		01-02-08	02-02-08	03-02-08	04-02-08	05-02-08	06-02-08

BLANK LEVEY-JENNINGS CONTROL CHART

Instrument Identification: _____

Control Material Name : _____

Control Material Batch Number: _____

Control Material Expiration Date: _____

Analyte: _____

	Value						
+3 SD							
+2 SD							
+1 SD							
Mean							
-1 SD							
-2 SD							
-3 SD							
Date							

EXAMPLE PERSONNEL TRAINING RECORD

Trainee Name: Jane Elsberry

Trainee Job Title: Practice Nurse/ Laboratory Nurse I

Trainer Name: Jessica Ann Moore

Trainer Job Title: Laboratory Director

Task or SOP	Stage of Training or Competency (Trainer Initials/Date/Trainee Initials)			Comments	Miscellaneous
	Trainee Observed	Trainee performed tasks with supervision	Trainee competent without supervision		
SOP Chem 1.1 (Animed Chemistry Analyzer Operation)	JAM/02-02-05/JE	JAM/04-02-05/JE JAM/05-02-05/JE	JAM/06-02-05/JE	JAM/09-02-06/JE	Participate in next scheduled competency assessment on 01-09-2006
SOP Chem 1.2 (Animed chem. Analyzer QC)					
SOP Chem 1.3 (Apple Electrolyte Analyzer Operation)					

