CLASS
Clinical Ligand Assay Service Satellite
School Of Public Health - Department Of Epidemiology

Title: Procedural Worksheet for the Receipt and Preparation of Quality Control Urine Preparation

Laboratorian: _____
QC Preparation: _____
Lot #: _____
Date: _____

Procedure: Please check the following boxes as the steps are completed.

☐ 1. Upon receipt of a Quality Control urine preparation, allow it to settle 24 hours in the refrigerator.

☐ 2. Record all available information from the participant on the lines directly below. Information usually includes the participant's initials, age, physiological condition or cycle day, if the individual is taking prescription medication or is undergoing hormone replacement therapy, etc.

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☐ 3. Name and assign a lot number to the Quality Control preparation. The name should contain the participant's sex or sex of the pool, the fact that it is intended to be used for a Quality Control, that the media is urine, and if it is a pool or a single preparation. Also assign a consecutive number to the preparation; check the last number used in the Quality Control Preparation Notebook located in room A120B. An example of a name is F.QC.U.Prep.1. The lot number should be the date the preparation was received and the source. For example, 9.12.98.RSP whereby RSP is standing for a Reproductive Sciences Program volunteer subject. Record the name and lot number at the top of this sheet.

☐ 4. Taking care to avoid disturbing the sediment, carefully decant the supernatent into a labeled graduated cylinder; discard any settled particulate matter. Record the volume on the line directly below.

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☐ 5. Decant the sample into an appropriate container, such as an Erlenmeyer flask, that is labeled with the name of the QC preparation. Add 50% glycerol in the proportion 1 part 50% glycerol: 24 parts sample (for example, add 40 ml of 50% glycerol to 960 ml of urine sample). Mix for twenty minutes. During this time, calculate the number and size of plastic nalgene bottles to be used and obtain the bottles from room A122.

☐ 6. Record any observations, such as cloudiness, regarding the sample on the line below.

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☐ 7. Print the necessary labels. Labels contain the following information: the first line is the name of the QC preparation, the second line is the Lot number, the third line is the volume and the fourth line is date of the dispense and the initials of the laboratorian. Label the bottles.

☐ 8. Dispense the sample into one 45 mL aliquot and, depending upon the volume, the remainder of the sample may be dispensed into the appropriate number of 100/ 200 mL aliquots.

☐ 9. Record the volume and the number of aliquots dispensed on the lines directly below.

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☐ 10. Snap freeze all aliquots according to the Procedure for Snap Freezing Clinical Research Samples (using Liquid Nitrogen).

☐ 11. Place the Quality Control preparations in a specified storage location in 33U and note the location below.

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☐ 12. File this document in the Quality Control Preparations notebook.