

## **ESR - CYCLE 17**

**Expiry date: 2012-04-05**

### **Introduction:**

It is important to read and understand this document. If you have any queries please contact Thistle QA immediately for assistance.

### **Characteristics:**

Your pack contains vials of 3 ml samples. The samples are a ready-to-use in-vitro diagnostic control composed of mammalian erythrocytes suspended in a plasma-like fluid with preservatives.

Each vial is labelled with a sample number and analysis date.

**Please check your kit upon arrival and call Thistle immediately if there are any problems with your kit.**

### **Storage:**

Store these samples in an upright position at 2 – 8 °C when not in use. Protect tubes/vials from overheating and freezing. Unopened vials are stable until the expiration date. Opened tubes/vials are stable for 30 days when stored at 2 – 8 °C provided they are handled properly.

### **Preparation:**

1. Remove the relevant tube from the refrigerator and leave at room temperature for 15 minutes to warm before mixing.
2. **It is critically important to mix these samples thoroughly before use:**
  - a) To mix, hold the tube horizontally between the palms of your hands. **Do not mix on a mechanical mixer.**
  - b) Roll the tube back and forth for 30 – 60 seconds; occasionally invert the tube. Mix well, but do not shake.
  - c) Continue to mix in this manner until the red cells are completely suspended. Tubes stored for a long time may require extra mixing.
  - d) Immediately before sampling, gently invert the tube 10 times.
3. **Analyse the sample according to your procedure.**
4. After sampling:
  - a) If tube has been left open during sampling, clean residual material from the cap and tube rim with a lint-free tissue. Replace the cap tightly.
  - b) Return the relevant tube to refrigerator within 30 minutes after use.

### **Safety:**

#### **Warning: Potentially Biohazardous Material**

Wear protective laboratory gloves and other blood barrier protection when handling these controls. Human Blood components were NOT used in the manufacturing of these controls; however, these controls do contain components from non-human sources and may transmit infectious disease. When handling or disposing of the product, follow precautions as you would for patient specimens.

#### **These samples do not contain Trisodium citrate.**

For IN VITRO DIAGNOSTIC use only. Do not pipette by mouth. Exercise the normal precautions required for handling laboratory reagents.

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### Return of Results:

Each of the samples has a number printed on the label. We recommend analysis dates as shown below. Please send your results - **at the latest 22:00** - on the final cut-off dates given below. **No late submissions will be accepted.** If the recommended analysis date does not allow you to get results to us on time, please analyse earlier. Use the correct dates for the sample numbers in the kit sent to your laboratory. If in doubt, please contact Thistle immediately for assistance.

### Additional Notes:

Web site submission is available. EDI system users must work through their relevant QA Divisions to ensure that results are imported in due time.

The reports will be posted / e-mailed within 7 - 10 working days of the FINAL cut-off date.

Collusion and/or falsification of EQA results are not good accreditation practice.

### Return Dates for Results:

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<u>Sample No:</u>	<u>Analysis Dates:</u>	<u>Final Cut-off Dates:</u>
1	24 October 2011	31 October 2011
2	21 November 2011	28 November 2011
3	19 December 2011	26 December 2011
4	23 January 2012	30 January 2012
5	20 February 2012	27 February 2012
6	19 March 2012	26 March 2012