

CLINICAL MICROBIOLOGY - CYCLE 31

Expiry date: 2012/11

Please Note: Sample 3 has not yet arrived and will be sent to you as soon as we receive shipment

Introduction:

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

Important Information:

These devices contain viable organisms that may, under certain circumstances, produce disease. Proper techniques must be employed to avoid exposure and contact with any organism growth.

The microbiology lab must be equipped, and have the facilities to receive, process, maintain, store and dispose of biohazard material.

The microbiology laboratory personnel using these devices must be trained, experienced and demonstrate proficiency in processing, maintaining, storing and disposing of biohazard material.

Please handle the samples as patient samples.

We request that you return results on all the samples, even if they do not grow.

In the case of any discrepancy regarding the specimen your lab has received, please contact Thistle QA immediately so that an investigation can be done or the specimen number can be recalled for assessment by appropriate experts / suppliers.

Characteristics:

Each KWIK-STIK unit contains a lyophilized pellet of a single microorganism strain, a reservoir of hydrating fluid and an inoculating swab. Each device is sealed within a laminated pouch that contains desiccators to prevent adverse moisture accumulation.

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

Storage:

Store the KWIK-STIK at 2 - 8°C in the original, sealed vial or pouch containing the desiccators.

The KWIK-STIK **SHOULD NOT BE USED IF:**

- Stored improperly
- There is evidence of excessive exposure to heat or moisture
- The expiration date has passed

Preparation:

1. Remove the KWIK-STIK unit from 2 - 8°C storage and allow the unopened pouch to equilibrate to room temperature (22 - 25°C).
2. Tear open pouch at notch and remove the KWIK-STIK.
3. Take note of the position of the pellet at the bottom part of the device and the reservoir of hydrating fluid at the top (cap) part of the device. DO NOT disassemble the device during hydration.
4. Tear off Pull-Tab portion on the label and attach it to the primary culture plate.
5. Pinch (ONLY ONCE) the middle of the ampoule in the cap to release the hydrating fluid.
6. Hold vertically and tap to facilitate flow of fluid through shaft into bottom of unit containing pellet.
7. Using a pinching action on the bottom portion of the unit, crush and mix the pellet in the fluid until the pellet particles are uniform in size and the suspension is homogenous in appearance.
8. **IMMEDIATELY** saturate swab in hydrated material and transfer the material to an appropriate, non-selective, nutrient or enriched agar medium. With slight pressure, rotate the swab, and inoculate a circular area i.e. one inch or 25 mm in diameter of the agar medium. Using the same swab or a sterile loop, repeatedly streak through the inoculated area and then continue to streak the remainder of the agar surface for isolation.
9. Using proper biohazard disposal, discard the KWIK-STIK.
10. **IMMEDIATELY** incubate the inoculated media at temperature and conditions appropriate to the microorganism.

Reporting:

1. Organism ID: Indicate the genus and the species with as much detail as you feel necessary. Also indicate if you normally refer the organism to a central laboratory for further identification so that we can score accordingly.
2. Sensitivity: Report only the antibiotic sensitivity on organisms routinely reported to the clinician. Give as much information as possible regarding your lab procedures and protocols. This will be taken into account when scoring is done.

Safety:

These products are for in-vitro use only.

These devices, and subsequent growth of these micro-organisms on culture media, are considered to be Biohazardous material.

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:

The reports will be posted / e-mailed within **7 to 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