

CSF EQA - CYCLE 11

Introduction:

Method information is available for all programmes - contact Thistle if you need assistance with method registrations. It is important to read and understand this document. If you have any other queries let us know via phone or email.

Characteristics:

Your pack contains lyophilised 3ml samples of Cerebrospinal Fluid. Each vial carries the sample number. The dates of analysis for each sample are shown below.

Storage and Stability:

The material must be stored at +2°C to +8°C. After reconstitution, it is stable for 2 days at +2°C to +8°C.

Important Information:

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

Treat the samples as patient samples - do not give them special treatment.

If you do not use the electronic entry systems available from Thistle, please fax your results to (011) 463 3036.

We will email reports - in PDF format - not later than one week after the final cut-off date.

Non electronic reports will be posted at the same time.

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

Preparation:

Open the vial very carefully and reconstitute with an accurately measured 3 ml volume of distilled water. Replace rubber stopper, close vial and leave to stand for **10 minutes out of bright sun light**. Ensure complete dissolution by swirling gently.

Do not shake the vial!

Safety:

Warning: Potentially Biohazardous Material

The serum has been tested and found negative for HBsAg and HIV. For complete protection, handle as carefully as patient samples.

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** - on the final cut-off dates given below. If the recommended analysis date does not allow you to get results to us on time, please analyse earlier. Analyse sample on the date that correlates with the relevant sample number. If in doubt, please contact Thistle immediately for assistance.

Additional Notes:

Web site submission will be available soon - we will keep you informed via web site or in the Quality Matters Monthly News Letter.

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 a week of the FINAL cut-off date.

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

Analysis and Final Cut-off Dates for Results:

<u>Sample No:</u>	<u>Analysis Dates:</u>			<u>Final cut-off Dates:</u>		
1	23	February	2009	27	February	2009
2	23	March	2009	27	March	2009
3	27	April	2009	1	May	2009
4	25	May	2009	29	May	2009
5	22	June	2009	26	June	2009
6	27	July	2009	31	July	2009