

CSF EQA – CYCLE 16

Expiry date: 2014-01

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. These vials are labelled with the sample numbers. The dates of analysis for each sample are shown below.

Storage and Stability:

The material must be stored unopened in the refrigerator at 2-8°C. Samples are stable to expiration date printed above. After reconstitution, it is stable for 14 days at 2 - 8°C if kept capped in original container and free from contamination.

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.

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 **30 minutes** before use. Ensure complete dissolution by swirling gently. Avoid foam formation.

Do not shake the vial!

Safety:

Warning: Potentially Biohazardous Material

The serum has been tested and found negative for HBsAg, HCV 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 the sample on the date that correlates with the relevant sample number. If in doubt, please contact Thistle immediately for assistance.

Additional Notes:

Please note that **web site submission** is now 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 after 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	29	August	2011	5	September	2011
2	19	September	2011	26	September	2011
3	24	October	2011	31	October	2011
4	21	November	2011	28	November	2011
5	19	December	2011	26	December	2011
6	23	January	2012	30	January	2012