

DAISY LAB

I. QC Procedure

QC's (quality control) samples are requested to confirm a positive result or to confirm a negative result for a subject that has been previously positive in the past. QC 1 is sent when the original result comes back positive, QC 2 is sent when QC 1 result comes back without resolving the original positive result (i.e QC 1 comes back negative, or there was an inadequate amount for retesting. In addition to the QC samples, some samples are selected as negative controls (usually 10% of total qc's sent comprise negative controls). These negative controls can be random negative samples.

- 1) Once a sheet has been obtained, use the Access database to look up the sample requested using the lab id number. Write down the box and space number of the sample on the QC sheet.
- 2) Go to the freezer and obtain the needed samples. If necessary, thaw and re-aliquot them (for diabetes antibodies 200ul are needed, for TG antibody 100ul is needed)
If the samples are thawed and re-aliquotted, make a dot on the tube to indicate it was thawed and note the new volume on the QC sheet.
- 3) To make sure the testing of QC's is blinded, make sure to remove the identity of the tube using acetone. Remove identity of each tube one at a time then place a new labid on the tube, another labid label on the QC sheet, and another on the tracking sheet (DAISY Antibody QC Please Run ASAP).
- 4) The samples should be placed in a box labeled "DAISY QC's ASAP"; the box can be taken over to Antibody Lab along with the regular samples on Monday.
- 5) Once the samples have been pulled and sent this information must be recorded. In the Access database, again pull up the sample information by that particular clinic visit lab id, go to the screen where the amounts of samples are found and change the 'Thaw' and 'Volume' columns to reflect the current status of the sample. Make sure to enter that the sample has been pulled and place the date of shipment for each corresponding space number. (Samples pulled from QC boxes there is no need to indicate if they are thawed or not, since these samples are placed in the QC box immediately).
- 6) Then go to the 'samples sent' screen. On a new line, enter the QC number 1 or 2 (if not noted, assume it is the first QC), the new lab id, enter "yes" for the antibodies requested for testing and the date it was sent. Do this for all samples pulled and sent. For negative control samples enter "negative control" under QC column. Check off each QC on the "QC request sheet" as it is entered in the database.
- 7) Once all data entry has been done, the QC request sheet should be file in the DAISY QC binder. The original copy of the 'DAISY Antibody QC Please Run ASAP' should be rubber banded to the QC box.