Clinical Laboratory Department POLICY AND PROCEDURE

POLICY NUMBER: 1198
VERSION: 3

SUBJECT: Media Quality Control (Plated and Tube Media)

Commercially prepared media listed in CLSI (previously NCCLS) publication M22-A are exempt from QC performed by the user provided that the manufacturer meets the QC standards outlined in that publication.

Upon receipt of each shipment of media, it must be verified and documented that the physical characteristics of the media have not been compromised during shipment. Upon receiving a new shipment of media:

1. The order is checked that it is complete and media is not outdated or short dated (ie, less than 3 weeks).
2. Any back order is circled.
3. Date received and by whom is recorded on the packing slip.
4. The packing slip is photocopied (copy is to be returned to purchasing). The original is to be placed with the appropriate media QC logs and placed on the micro workbench.
5. Each package of media must be marked with the received date.
6. Each package of media must be visually inspected for evidence of: cracked plates, unequal filling of plates, cracked agar, hemolysis, freezing, excessive bubbles and contamination.

Deficiencies and corrective measures must be documented on the media QC logs and the manufacturer notified. Any deficiencies noted during the shelf life of the media must be documented in the same manner.

Manufacturer's QC of commercially prepared media is accepted EXCEPT for those items listed on our Media QC logs.

See Media QC logs for both procedure and results. Inoculate plates using a 10ul calibrated loop and streak for colony count. Incubate plates and tubes under conditions normally used for clinical specimens. Record findings on Media QC logs. Media is considered acceptable if test strains provide satisfactory growth with typical colony morphology. For selective media, growth of appropriate organism must be inhibited. Biochemical media must show appropriate positive and negative reactions with appropriate QC organisms.

Media that does not perform acceptably with the appropriate QC organisms must not be used. The manufacturer must be notified and replacement media obtained. Document all failures and subsequent steps taken on the Media QC log.

Approved By: Brian Yee (PHYS SPEC PATHOLOGY)	
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