REAGENT LABELING AND USAGE POLICY

Labeling is used to aid in the investigative process and to regulate appropriate use of reagents. Several types of labels are utilized in addition to manual information labeling.

MANUAL INFORMATION LABELING

Reagents used in Point-of-Care are stable before being placed into use if stored appropriately until their expiration date. Once placed into use the reagent is stable for the time indicated in the corresponding procedure. When expired, the reagent is discarded appropriately.

Placing a reagent into use can involve reconstitution or simply opening a container. Either of these procedures requires that appropriate labeling be performed. Label the container with:
   a. Date.
   b. Initials of the person putting the reagent into use.
   c. Time (when applicable).
   d. Expiration date (if required).

STORAGE LABELING

The manufacturer primarily performs storage labeling. General terms are used to describe temperature ranges and they are as follows:

   a. Room temperature 23 - 29 C
   b. Refrigerator temperature 2 - 8 C
   c. Freezer temperature (-)35°C - 0°C

The manufacturer labels all reagents for point-of-care testing or storage. Instructions are indicated in the appropriate procedure. Storage must adhere to manufacturer recommendations.

RECEIVING LABELS

Reagents received and stored in the warehouse area are not individually labeled with a received date. Warehouse personnel maintain inventory, maintain packing sheets with lot numbers and rotate stock.
Department personnel receive reagents directly into the department. In most cases, individually boxed items are numbered and correspondingly numbered in the Log book. In some instances, POC is contacted when shipments are received. Representative aliquots may be removed for QC testing before reagents are released for use by POC testing site(s).

**HAZARDOUS REAGENT LABELING**

The Chemical Hygiene Manual located in either the POC area of the Clinical Laboratory or the Quality/Compliance area of the Clinical Laboratory is available to all personnel.

Currently, POC has only one chemical available in testing areas:

**BLEACH**  H=3  F=0  R=0  PE=C

**EXPIRATION DATES**

All reagents and supplies are used within their expiration dates. If reagents have expired, the Safety Office should be contacted to determine proper disposal. Reagents maintained after expiration to be utilized for training must be marked as such.

**REAGENT USAGE**

Kits containing multiple components of reagents can be utilized with other kits only if:

- they are of the same kit lot number and
- it is not prohibited by manufacturer recommendations.