Appendix programme-sheet

Description

This appendix is an integral part of the programme-sheets of the below listed programmes. In addition, specific and complementary directives that have to be followed for certain samples are mentioned in the specific programme-sheets.

- Blood gas
- Cardiac markers
- Cerebrospinal fluid
- Clinical chemistry
- Clinical toxicology
- Differential haematology
- Haematology and haemostasis
- Hormonology and bone metabolism
- Immunology
- Lyme borreliosis
- Microbiology
- Parasitology - toxoplasmosis serology and blood parasitology
- Photometry
- Porphyrins
- Rapid tests - HIV - Strep A - Urine Slide - Stool blood
- Tumour markers
- Urine and urine test strips

Control sample

- Every biological material must be handled with the safety precautions established for infectious material.
- The control samples are designed for all kinds of devices.

Storage, stability and pre-analytical

- All materials, liquid or lyophilised, must be stored in the refrigerator (2 - 8°C).
- The control samples are stable at least until the expiry date indicated on the label.
- The analysis must be performed as soon as possible after the reception of the control sample.
- The results have to be sent to the CSCQ before the date printed on the results form or on the delivery note, electronically, per e-mail or per mail.
- Let the liquid samples warm up at room temperature (20 - 25°C) for about 30 minutes, then homogenise by inversion or with a tube-roller, without shaking to avoid foam development.
- In the presence of a lyophilised sample, see below.

Reconstitution of lyophilised samples

1. Let the lyophilisate and the dilution fluid, or the (bi)distillated water, warm up at room temperature (20 - 25°C).
2. Let all the lyophilisate drop to the bottom of the vials, by gently taping the vial, if necessary.
3. Carefully open the vial to avoid any material lost. Let the air enter before opening the vial entirely.
4. Add in one single shot, using a certified pipette, the precise volume of dilution fluid, or (bi)distillated water, as indicated on the label.
   It is highly advised against filling the vial directly, filling the vial with a syringe or using several volumes of dilution fluid or (bi)distillated water.
5. Reseal the vial and let rest, without shaking, 15 to 30 minutes in the dark at room temperature.
6. Gentle homogenise the sample (without shaking to avoid foam development):
   - proceed to 30 inversions or
   - let 10 minutes on a tube-roller
7. Make sure that the entire lyophilisate is dissolved and proceed immediately to the analysis. If exceptionally the analysis cannot be performed straight away, the vial has to be preserved closed in the refrigerator (except the samples designed for the coagulation which cannot be stored).

Remark

The reconstitution error should be < 3%. A procedure for pipettes verification can be downloaded, in French or in German, from the CSCQ Website:
(http://www.cscq.ch), under Documents / Appendices (see the desired language corresponding page).

Specificities linked to the methods and /or devices

- It is important to carefully follow the specific recommendations made for your device.
- For any question regarding the handling of these devices, please contact your local representative.
- There are some simplified instructions in French, German and Italian, on the CSCQ Website, under Documents / Device handbooks and EQA samples manipulation.

Results transmission

- **Quantitative result**

We remind the EQAcom users that they have to choose the unit of their analytical device. The EQAcom application will register these units and will proceed, if requested, to the conversion in SI units.

If you do not use EQAcom, please transmit your results on the results form and pay attention to the unit given by your analytical device.

- **Qualitative result**

Additional instructions are given in the specific programme-sheets.

P e r s o n a l n o t e s