

Standard Operating Procedure

SOP Number: **02-18-5610**
Service: **Research**
Operating Section: **Diagnostic Laboratory**
Unit: **CMF**
Title: **Laboratory Accession Log Entry Procedures**

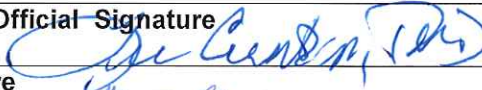

Purpose:

To describe the procedure for maintaining records of all specimens submitted to the CMF Laboratory.

Procedure:

- 1) A bound, hard-cover record book will serve as the laboratory accession log book.
- 2) The laboratory coordinator will be responsible for maintaining the laboratory accession log book.
- 3) The laboratory accession log book will be kept in the diagnostic laboratory.
- 4) All specimens submitted to the CMF will be entered into the laboratory accession log book immediately upon submission.
- 5) All accessions must be made using BLUE or BLACK ink.
- 6) Information should include the following:
 - a) Accession numbers in the following format: 2 digit year, 2 digit month, two digit day (160124-) plus a sequential number representing that day's number of submissions (i.e. 160124-1, 160124-2, etc.)
 - b) Investigator & protocol number (if applicable)
 - c) Species (if applicable)
 - d) Sample/animal status (if applicable) as appropriate (use all that apply):
 - i) Q=quarantine
 - ii) S=sentinel
 - iii) QRT=quarterly exam
 - iv) A=annual exam
 - v) C=conditioned
 - vi) CI=clinical incidence (found dead or ill)
 - vii) QA=quality assurance
 - e) Animal ID(s) (if applicable) multiple can be entered under one accession when all the same sample type and tests requested except in the case of hematology or chemistry submissions for covered species.
 - f) Study Numbers for GLP (if applicable)
 - g) Test(s) Requested (chemistry, necropsy, PCR, fecal flotation, etc.)
- 7) Specimens (and/or bags) should be clearly labeled with the assigned accession number.
 - a) If several specimens are obtained from a single animal on the same day, all specimens may be labeled with one accession number.
 - b) Similarly, like-samples from several animals may be placed in a bag with one accession number as long as each tube or vial is labeled with the individual animal or cage number.

APPROVALS

Responsible Official Signature		Date	12/07/2017
QA Signature		Date	12/07/2017
Version	Effective Date	Supersedes	Original Date
#3		#2	04/13/01