

Document Title: Consumable Products QC

Controlled: Yes, with red stamp present

Controlled By: Quality Manager

Prepared By: _____ Date: _____

Approved By: _____ Date: _____

A. PURPOSE:

To ensure the quality control of consumable products used in the Forensic Biology Section.

B. RESPONSIBILITY:

Forensic Science Examiners from the Connecticut State Forensic Science Laboratory who have been trained according to the Forensic Biology Section Training Manual. Ordering information is maintained in a log book in the Forensic Biology Section.

C. SAFETY:

Use appropriate measures for the proper handling of consumable products according to the Connecticut State Forensic Science Laboratory Safety Manual.

D. DEFINITIONS:

FTA: Fast Technology for the Analysis of nucleic acids

E. PROCEDURE:

1. Materials: Consumable products may include, but are not limited to the following:

30 ml brown dropper bottles	Scalpels	Ziplock bags
Wash bottles	Scalpel blades	Coin envelopes
Filter paper	Wooden sticks	Manila envelopes
Kimwipes	Microcentrifuge tubes	Scratch pads
Benchkote	Microcentrifuge spin baskets	Lint rollers
Brown paper	Plastic tubes	Page protectors
Gloves	Glass test tubes	FTA cards
Masks	15ml Falcon tubes	Foil pouches
Micropipet tips	50ml Falcon tubes	50 x 9mm Petri dishes
Pasteur pipets	Spot plates	Evidence tape
Transfer pipets	Sterile swabs	Parafilm
Serological pipets	Non-sterile swabs	Clear nail polish
Weigh boats/paper	Glass slides	Cover slips

D. 2. Procedure:

- a. To ensure integrity of the product is intact, a visual inspection of the packaging will be performed.
- b. Prior to each use, a visual inspection will also be performed on each product unit.
- c. After inspection, consideration will be taken to determine if the product unit is suitable for use at the discretion of the examiner.
- d. If the product unit fails the visual inspection, discard and repeat the process with another product unit.
- e. Items will be stored in a dry, clean and room temperature location.

E. REFERENCES:

SOP-GL-2 (Safety Manual).