Pretesting Task Checklist

PREPARE WORK AREA

- Are your work surfaces clean? Routinely clean and dry work surfaces before and after testing.
- Is your work area well lit? Ensure adequate lighting. Always perform testing in a well-lit area.
- Remove clutter or trash.

CHECK AND RECORD TEMPERATURES

- Check and record temperatures of the refrigerators and other storage areas used for testing materials.
- Check and record temperatures of the room where testing is performed.

MAINTAIN EQUIPMENT

- Wear gloves and clean the surface of the testing equipment before and after each use, to prevent cross contamination. Be sure to wash hands after removing gloves. Make sure that the machine is dry before using.
- Inspect equipment and electrical connections to be sure they are working.
- Perform calibration checks if necessary.

*Portable equipment, if moved, might be subject to inaccurate results.

To verify proper test system functioning, perform control testing or calibration check procedures after moving the equipment, even if not required by the current manufacturer.

PREPARE MATERIALS FOR TESTING

- Regularly check inventory to ensure you will have enough reagents (testing solutions) and supplies on hand for testing.
- Check and record expiration dates of reagents and test kits.
- Discard any reagents or tests that have expired or have been opened for longer than recommended by the current manufacturer's Instructions.
- Check and record lot numbers of all reagents and test kits, be sure all reagents came from the same lot.
  NOTE: DO NOT mix reagents from different products or lot numbers
- Visually inspect reagents or vials for damage, discoloration, or contamination.
- Prepare reagents according to the current manufacturer's instructions.
  (If opening a new reagent, write the date opened on the outside of the vial or test kit.)
- Allow time for refrigerated reagents and samples to come to room temperature prior to testing.
- Perform quality control testing, as recommended in the current manufacturer's instructions.