



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER

MATERNITY AND
CHILDREN HOSPITAL

Department:	Laboratory and Blood Bank		
Document:	Departmental Policy and Procedure		
Title:	Reagents and Solutions Preparation, Reconstitution and Labelling		
Applies To:	All laboratory and blood bank staff		
Preparation Date:	January 12, 2025	Index No:	LB-DPP-189
Approval Date:	January 26, 2025	Version:	2
Effective Date:	February 26, 2025	Replacement No.:	LB-DPP-189(1)
Review Date:	February 26, 2028	No. of Pages:	02

1. PURPOSE:

- 1.1 To ensure perfect preparation, reconstitution and labelling of reagents and solutions.

2. DEFINITONS:

- 2.1 Reagent: Every chemical used in direct support of laboratory studies that is not a test chemical, control chemical, reference standard, or a test specimen.

3. POLICY:

- 3.1 Reagents are one of the most important items which affect the quality control of results, so that all precautions must be taken during preparation and must be labelled after reconstitution as applicable.

4. PROCEDURE:

4.1 Prepared/ reconstituted reagents:

- 4.1.1 At the time containers are opened, the date must be written on the container label. If the open reagent stability differs from the pre-printed expiration date on the manufacturer's label, note the new expiration date on the label.
- 4.1.2 Reagents or controls requiring reconstitution must be labelled at time of reconstitution with the date, time, expiration date, and the initials of the technician preparing the solution.
- 4.1.3 For each type of laboratory-prepared reagent, criteria should be developed for expiration dates, Functional acceptability and storage conditions.
- 4.1.4 Mixes should be used no later than the earliest expiration date of one of the components.
- 4.1.5 Buffers should be inspected for precipitates or microbial contamination before each use.
- 4.1.6 These prepared reagents should be labelled by:
- 4.1.6.1 Content;
- 4.1.6.2 Concentration/titer;
- 4.1.6.3 Preparation /reconstitution date;
- 4.1.6.4 Expiration date;
- 4.1.6.5 Storage requirement;
- 4.1.6.6 If these requirements are not already on the product's label, they need to be added.

4.2 Safety Data Sheets:

- 4.2.1 Safety Data Sheets (SDS) for all laboratory chemicals are required to be maintained in the laboratory or on-line. Safety Data Sheets are available from manufacturer's web sites.

5. MATERIAL AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

6.1 All laboratory departmental shift in charge

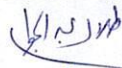
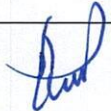



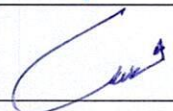
7. APPENDICES:

N/A

8. REFERENCES:

8.1 MOH memos for supplies.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Dr. Talal Abdelgawad	Clinical Pathologist		January 12, 2025
Reviewed by:	Dr. Kawther M. Abdou	Consultant & Lab. Medical Director		January 14, 2025
Reviewed by:	Ms. Noora Melfi Alanizi	Laboratory & Blood Bank Director		January 15, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 16, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 19, 2025
Approved by:	Mr. Fahad Hazam Alshammari	Hospital Director		January 26, 2025