
TABLE OF CONTENTS

PREFACE	ix
INTRODUCTION	xiii
1. ORGANIZATION	1
1.0 Organization	1
1.1 Executive Management	1
1.2 Quality System	3
1.3 Policies, Processes, and Procedures	3
1.4 Operational Continuity	3
1.5 Staffing Changes	4
1.6 Laboratory Status Changes	4
1.7 Emergency Preparedness	4
1.8 Communication of Concerns	4
2. RESOURCES	5
2.0 Resources	5
2.1 Human Resources	5
2.2 DNA Resources	6
2.2A Minimum DNA Resources – Red Blood Cells	7
2.2B Minimum DNA Resources – Platelets	11
2.2C Minimum DNA Resources – Neutrophils	12
3. EQUIPMENT	13
3.0 Equipment	13
3.1 Selection of Equipment	13
3.2 Qualification of Equipment	13
3.3 Unique Identification of Equipment	14
3.4 Equipment Monitoring and Maintenance	14
3.5 Alarm Systems	15
3.6 Information Systems	15

- 4. SUPPLIER AND CUSTOMER ISSUES 18**
 - 4.0 Supplier and Customer Issues 18
 - 4.1 Supplier Qualification 18
 - 4.2 Agreements 18
 - 4.3 Inspection of Materials 18

- 5. PROCESS CONTROL 19**
 - 5.0 Process Control 19
 - 5.1 General Elements 19
 - 5.2 Consent and Sample Collection 23
 - 5.3 Test Validation 23
 - 5.4 Specific Testing Methods 24
 - 5.5 Review of Results 25
 - 5.6 Reports 25

- 6. DOCUMENTS AND RECORDS 27**
 - 6.0 Documents and Records 27
 - 6.1 Documents 27
 - 6.2 Records 28
 - 6.2.1A Retention of Records. 31

- 7. DEVIATIONS AND NONCONFORMANCES 35**
 - 7.0 Deviations and Nonconformances 35
 - 7.1 Nonconformances 35
 - 7.2 Released Nonconforming Test Results and Reports 36
 - 7.3 Nonconforming Proficiency Test Results 36
 - 7.4 Nonconforming Competency Assessments 36

- 8. ASSESSMENTS: INTERNAL AND EXTERNAL 37**
 - 8.0 Assessments: Internal and External 37
 - 8.1 Management of Assessment Results 37
 - 8.2 Quality Monitoring 37

**9. PROCESS IMPROVEMENT THROUGH
CORRECTIVE AND PREVENTIVE ACTION 38**

9.0 Process Improvement Through Corrective and
Preventive Action 38

9.1 Corrective Action 38

9.2 Preventive Action 38

10. FACILITIES AND SAFETY 39

10.0 Facilities and Safety 39

10.1 Safe Environment 39

10.2 Environmental Monitoring 40

GLOSSARY 41

**CROSSWALK” BETWEEN THE 4th AND 5th EDITIONS
OF MOLECULAR TESTING STANDARDS..... 51**

INDEX 55