



STEM CELL LABORATORY (STCL)



DOCUMENT NUMBER: STCL-FORM-008

DOCUMENT TITLE:

Microscopes Daily Weekly QC Log

DOCUMENT NOTES:

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Document Information

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Control Information

Author: WATE02

Owner: WATE02

Previous Number: STCL-FORM-008 Rev 03

Change Number: QSU-CCR-105

Equipment: _____
 SN _____
 Location: _____
 Month/Year: _____

Stem Cell Laboratory

MICROSCOPES DAILY/WEEKLY QC LOG

 $\checkmark$ = OK or function performed

NP = Not Performed

Record problem and corrective action on reverse side

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
DAILY:																															
Instrument covered when not in use																															
Initials																															
WEEKLY:																															
Dust																															
Clean eyepieces																															
Clean objectives																															
Wipe stage of any spill																															
Initials																															

Weekly Review: (Initials/Date)

Wk 1 _____ Wk 2 _____ Wk 3 _____ Wk 4 _____ Wk 5 _____

Monthly Review (Date/Initial): _____

STCL-FORM-008 MICROSCOPES DAILY/WEEKLY QC LOG
 FORM
 STCL, DUMC
 Durham, NC

Stem Cell Laboratory

Equipment: Olympus X10SN OX1025634Location: HPCAMonth/Year: October /2009

MICROSCOPES DAILY/WEEKLY QC LOG (EXAMPLE)

√ = OK or function performed

NP = Not Performed

Record problem and corrective action on reverse side

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
DAILY:																															
Instrument covered when not in use	√																														
Initials	jc																														
WEEKLY:																															
Dust	√																														
Clean eyepieces	√																														
Clean objectives	√																														
Wipe stage of any spill	√																														
Initials	jc																														

Weekly Review: (Initials/Date)

Wk 1 ml 10/01/2009 Wk 2 _____ Wk 3 _____ Wk 4 _____ Wk 5 _____

Monthly Review (Date/Initial): _____

STCL-FORM-008 MICROSCOPES DAILY/WEEKLY QC LOG
 EXAMPLE
 STCL, DUMC
 Durham, NC

Signature Manifest**Document Number:** STCL-FORM-008**Revision:** 04**Title:** Microscopes Daily Weekly QC Log**STCL-FORM-008 Microscopes Daily Weekly QC Log****Rejection Collaboration**

Name/Signature	Title	Date	Meaning/Reason
Sharon Hartis (SH259)		11 Jun 2013, 09:02:19 AM	Complete
Barbara Waters-Pick (WATE02)			

Author Approval

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		14 Jun 2013, 06:57:44 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		14 Jun 2013, 07:47:34 PM	Approved

QA Approval

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		17 Jun 2013, 02:14:50 PM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		01 Jul 2013, 09:50:21 AM	Approved

Notification

Name/Signature	Title	Date	Meaning/Reason
Sharon Hartis (SH259)		01 Jul 2013, 09:50:22 AM	Email Sent
Linda Sledge (SLEDG006)		01 Jul 2013, 09:50:22 AM	Email Sent
Barbara Waters-Pick (WATE02)		01 Jul 2013, 09:50:22 AM	Email Sent
Betsy Jordan (BJ42)		01 Jul 2013, 09:50:22 AM	Email Sent