

DMT Testing Instructions

General Testing Guidelines

1. All operators are expected to complete their testing within reasonable proximity to the assigned time for testing
2. The operator will check off on the master **testing assignment list** when the test has been satisfactorily completed
3. An operator will not begin testing if the previously assigned operator has not completed their testing assignment
4. All reports generated will be three hole punched and inserted into the binder assigned to each instrument
 - a. Each type of test will be separated into sections (i.e. **Linearity Testing**)
5. If an instrument generates an error during a testing sequence, the following documentation must be provided
 - a. Put the original error report in the appropriate section of the binder pertaining to the test that was being attempted (ex. If a pump error occurred during a **Linearity Test**, the original report would be filed in the **Linearity Test** section)
 - b. Reprint a second copy of the error report and file it in the binder in the **Error Reports** section
 - i. The **Error Reports** section is only for instrument generated failures (ex. Pump Error)
 - ii. If the error is due to a concentration out of range or similar problem, **do not** file a second report under the **Error Reports** tab, however a note **does** need to be written in the notebook
 - c. Make a note in the notebook detailing the error
 - d. **All handwritten notes must include date and initials**
6. If solutions seem to be running low / out of specifications, the DMT Lead will be notified and new solution will be used
7. All simulators will be labeled with the lot number of the solution which they contain and the date on which it was added