

Instructions

Piston Pipette – In-House Performance Check Worksheet

NSWHP_SD_028

1. Purpose

These instructions are to assist staff in the use of the [Piston Pipettes – In House Performance Check Worksheet](#).

2. Instructions

2.1. Create the “Look Up” List

- a) Enter the asset identification name/number into column A (Pipette_ID)
- b) Enter the serial number into column B (Serial_Number)
- c) Enter the volume range of the piston pipette into column C [Capacity/Range(μ L)]
- d) Enter the maximum volume at which the piston pipette is to be checked into column D (Test Vol_Hi)
- e) For VARIABLE pipettes, enter the lower limit of the useful volume range into column E (Test Vol_Low)
- f) The lower limit is the minimum volume or 10% of the maximum volume, whichever is higher. For example, a 100-1000mL piston pipette has a lower limit of 100mL
- g) Enter the relevant maximum permissible systematic error as indicated in worksheet 'ISO 8655 Error Limits' into column F (AmL_Hi)
- h) Enter the relevant maximum permissible random error as indicated in worksheet 'ISO 8655 Error Limits' into column G (CV μ L_Hi)
- i) Enter any relevant comments into column H (Comments). For volumes between 10 μ L and less than or equal to 100 μ L, add "Use 5 dec pl balance" as a comment.
- j) For CRITICAL pipettes, enter the Certificate ID into column I (POVA cert ID) and the date of the certificate into column J (POVA cert date)
- k) Sort the final list by column A (Pipette_ID) in ascending order.

2.2. Create, Edit, Delete and Find All Names Used in the Workbook

- a) Names have been used in formulas throughout this worksheet as substitutes for cell references to make it easier to understand the purpose of the cell reference. For example, =COUNT(Pipette_ID) has been applied instead of =COUNT(A1:A6).
- b) To find out more about defining and using names in formulas, please refer to the [Microsoft Office Formulas and Functions Article](#).
- c) To edit the names or cell references in the workbook select the Formulas tab in the ribbon.

This document is controlled only if the latest version is downloaded from the [NSW Health Pathology Policy Library](http://intranet.pathology.health.nsw.gov.au/tools---resources-/policies-and-procedures/policies).



Health
Pathology

T+61 2 4920 4000
F+61 2 4920 4040
NSWPATH-Info@health.nsw.gov.au

45 Watt Street, Level 5
PO Box 846
Newcastle NSW 2300
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- d) Select Name Manager in the Defined Names group of the tab. The following dialog box as shown in Figure 1 will open.

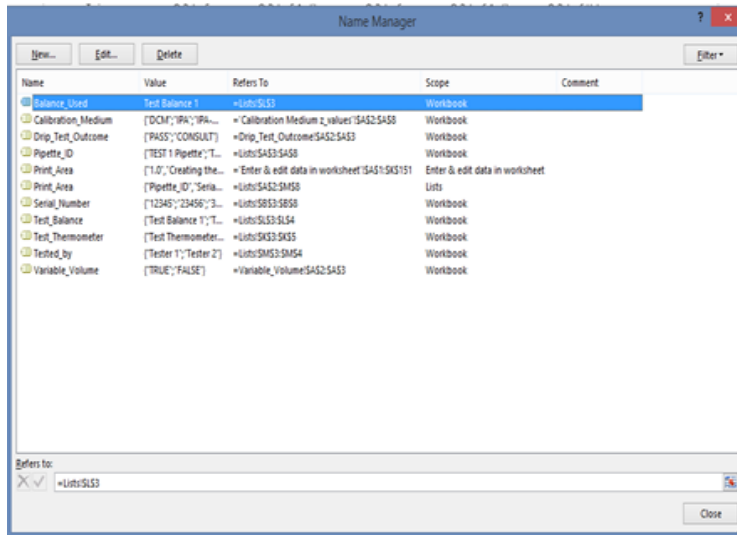


Figure 1. Name Manager

- e) Click on the name that you want to edit. As shown in Figure 1., "Balance Used" is selected and highlighted.
- f) Click "Edit" as shown in Figure 2.

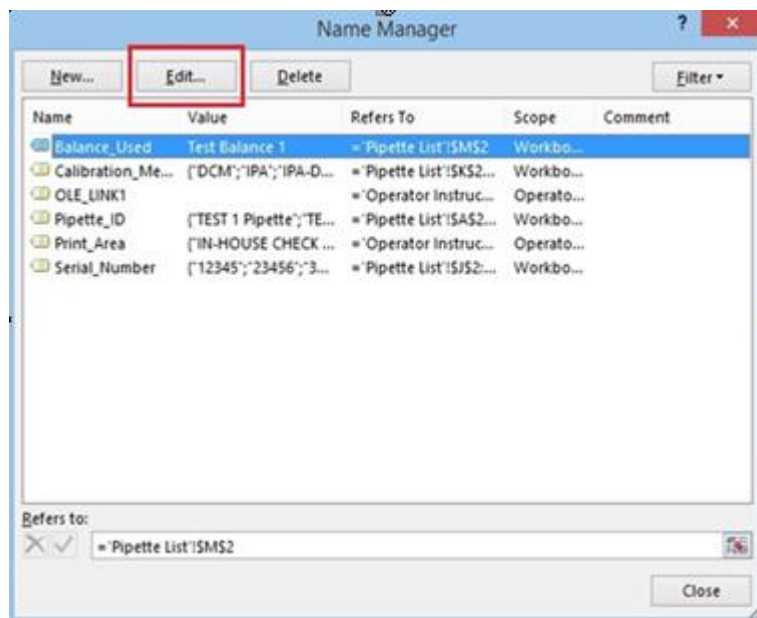


Figure 2. Edit Name

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- g) The following dialog box as shown in Figure 3. will populate. To edit the Name, in the Name box, type the name that you want to use for your reference. Note: Spaces are not valid as part of a name. Use the underscore character (_) and period (.) as word separators, such as Pipette_ID or Pipette.ID.

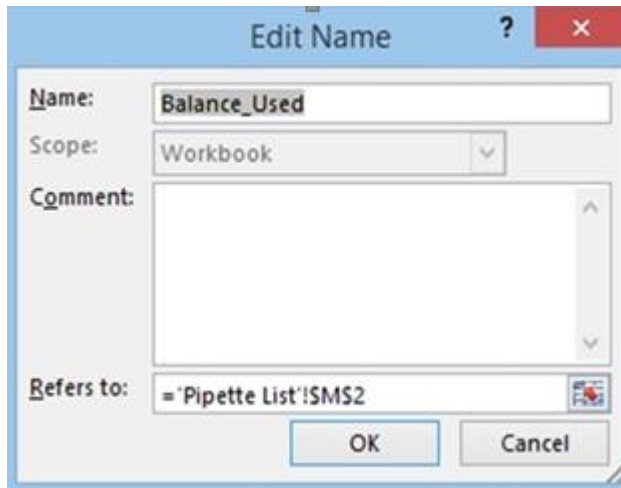


Figure 3. Edit/Define Name

- h) To edit the cell reference (range of cells on a worksheet that can be used in a formula), click on the Collapse Dialog and select the range of cells that contain the values that you want to include in the formula, as shown in Figure 4. Click on the Expand Dialog to finalise your selection and return to the "Edit Name" dialog box (Figure 3.)



Figure 4. Edit Cell Reference

- i) To cancel unwanted/accidental changes, click Cancel. To save changes and return to the worksheet, click OK, or press Enter.

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3. Further Information

For further information, please contact:

Policy Contact Officer	Position: Quality Manager, FASS
	Name: Roslyn Wilson
	Telephone: 02 9646 0222
	Email: Roslyn.Wilson@health.nsw.gov.au

4. Version History

The approval and amendment history for this document must be listed in the following table.

Version No	Effective Date	Approved By	Approval Date	Policy Author	Risk Rating	Sections Modified
V1.0	28/06/2019	Clinical Governance Quality and Risk Committee	08/05/19	Quality Manager FASS; Edited by Senior Policy Officer	High	New Worksheet