

READ ME **UPDATE** for Feb 19, 2025 MSACL-CAC webinar - handout, database files, SOP template

MSACL-CAC Disclaimer: The functions provided in this example database are intended for general guidance only on recording and tracking laboratory test materials and are not guaranteed by MSACL. Regulatory rules, software functionality, and compliance requirements can vary significantly depending on the specific circumstances. It is essential to consult with a qualified IT professional who is familiar with this software and your specific situation to provide tailored guidance before using the content presented herein.

1. **TEMPLATES, EXAMPLES, SOP:** There are three links to download Microsoft (MS) Access files within this README text, intended to help new MS Access users with database tracking for LCMS LDT materials. This file ([link](#)) is a sample database for tracking generic LDT materials (reagents, calibrators, QC, etc). This [.accdt] file is an MS Access **template** exported from a database designed specifically for tracking primary drug standards ([link](#)). If needed, consult [MS Access](#) or your local IT support on how to import a database template into the app. If you are unsuccessful at importing the template, a sample drug standard database [.accdb] file is here ([link](#)). A related SOP template is here ([link](#)).
2. **WATCH THE WEBINAR:** These database examples are discussed in the MSACL-CAC webinar presented on February 19, 2025 via MSACL Connect™, “[Managing LDT Materials with MS Access – QA and FDA Compliance for the 21st Century](#)”. The webinar slide handout is here ([link](#)).
3. **“STARTER” HOME:** Think of these files as a starting place; you can delete any “demo” entries that are included and then modify, add, delete, and link tables, create queries to customize LDT materials database(s) optimized for your laboratory. Best practice would be to download and then create a duplicate of example files/templates. Retain an unmodified version of the example or template files for reference and only make edits to the copy as you learn the application.
4. **MS OFFICE STANDARD = NO MS ACCESS:** As of February 2, 2025, the MS Office Standard suite of applications installed as the default on many clinical laboratory PCs still **DOES NOT INCLUDE** [MS Access](#). Consult your institutional IT group for the optimal solution for installing MS Access within your laboratory.
5. **INSTALLATION DESIGN:** The best infrastructure (ease of use highly prioritized) has been to make the MS Access app available by default on all laboratory PCs. This includes LCMS instrument PCs. The production LDT materials database files reside on a laboratory server (database integrity preserved; auto-backup). This practice is based on experience within one medium sized, academic, CLIA LCMS LDT laboratory.
6. **EASE OF USE:** The databases demonstrated in the webinar, and the example files linked here, were designed, created, and continue to be improved by medical laboratory scientists (MLS) with no formal IT training or assistance beyond that of Microsoft Online Support and helpful colleagues/relatives. They taught themselves – and you can too!
7. **QUESTIONS?** Please respect the time constraints of a working clinical LCMS laboratory and contact judith.stone@msacl.org with questions about use of MS Access for LDT materials tracking, rather than reaching out to the webinar presenter or sponsors.