



**To:** Transfusion Services Managers  
**From:** Hospital Relations Department  
**Date:** August 14, 2018  
**Re:** Pipette Calibration and Preventative Maintenance

Effective August 20, 2018, all requests for pipette calibration services will be handled and processed by the Hematology Services department. The pipette calibration requisition and receipt form has been updated to allow for multiple pipette entry. The preventative maintenance service requisition form has been updated to remove the selection for thermometer standardization and digital timer QC services and will only be used for pipette services.

Service requests for thermometer standardization and digital timer calibration will be handled by the reference laboratory. The applicable form to request these services will be forthcoming.

Please refer to the attached updated forms for pipette calibration and preventative maintenance. Additionally, these forms are located online via iWeBB<sup>®</sup>.