



Australian Government

**MSL935002 Assist in the maintenance of
reference materials**

Release: 1

MSL935002 Assist in the maintenance of reference materials

Modification History

Release 1. Supersedes and is equivalent to MSL935002A Assist in the maintenance of reference materials

Application

This unit of competency covers the ability to assist in the maintenance of reference materials that can be used in tests and the identification of new specimens as part of quality control of laboratory procedures. The unit of competency does not cover the scientific identification of species or specimens.

This unit of competency is applicable to technical officers and laboratory technicians working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked

Pre-requisite Unit

Nil

Competency Field

Quality

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

- | | | | |
|---|------------------------------------|-----|--|
| 1 | Acquire reference materials | 1.1 | Confirm that required transit conditions were maintained |
| | | 1.2 | Apply quarantine or isolation arrangements as necessary |
| | | 1.3 | Record data of accessioned reference material in the collection database |

- 1.4 Label material to ensure that its identity is maintained during storage and issue
- 2 **Maintain reference materials**
 - 2.1 Monitor storage conditions to ensure that they comply with suppliers' warranty specifications
 - 2.2 Monitor storage conditions to ensure materials remain true to specification
 - 2.3 Test material during storage and before release, where relevant and appropriate, to report on reference characteristics and specificity
 - 2.4 Report findings that suggest reference specimens may be deteriorating
- 3 **Dispense reference materials to clients**
 - 3.1 Verify requests with supervisor before requests for reference materials are processed
 - 3.2 Supply reference material without contamination of stock material
 - 3.3 Keep records of materials issued in accordance with workplace procedures
- 4 **Maintain a safe work environment**
 - 4.1 Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
 - 4.2 Follow safety protocols when handling and processing reference materials
 - 4.3 Minimise the generation of wastes and environmental impacts
 - 4.4 Ensure the safe collection of redundant/outdated stocks for subsequent disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories; laboratory design and construction; laboratory safety; quality and environmental management; and labelling, storage, handling and transport of hazardous substances
- national work health and safety (WHS) standards and codes of practice, national measurement regulations and guidelines, and national environmental protection measures
- specific legislation, regulations, codes, guidelines, procedures and methods, such as Australian code of good manufacturing practice for medicinal products (GMP), principles of good laboratory practice (GLP), dangerous goods, animal welfare, Australian Quarantine and Inspection Service (AQIS) Export Control Orders and Import Guidelines, Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), gene technology, National Health and Medical Research Council (NHMRC) and Therapeutic Goods Regulations
- workplace documents, such as standard operating procedures (SOPs); quality and equipment manuals; calibration and maintenance schedules; material safety data sheets (MSDS) and safety procedures; material, production and product specifications; production and laboratory schedules; workplace recording and reporting procedures; waste minimisation and safe disposal procedures; and cleaning, hygiene and personal hygiene requirements
- sampling procedures (labelling, preparation, storage, transport and disposal)
- test procedures (validated and authorised)
- schematics, work flows and laboratory layouts

- Reference materials** Reference materials include, but are not limited to, one or more of:
- Process manufacturing and construction industry sector:
- drill (core) samples for mineral identification
 - concrete samples for analysis of composition and/or strength and suitability for application
- Biomedical and environmental industry sector:
- specimens, including cells, tissues and samples of aqueous or proteinaceous standards
 - bacterial cultures related to colony and microscopic morphology, specificity and reliability of staining reaction, biochemical characteristics and immunological characteristics
 - cell suspensions and cell and tissue preparations that can act as quantitative or qualitative controls in tests and procedures
 - plasma and other body fluids with known attributes or quanta that can act as standards and controls in quantitative and qualitative tests and procedures
- Food and beverage processing industry sector:
- aggregates, grains and powders
 - materials for testing viability of enzymes used in process
 - bacterial or yeast cultures relating to colony and microscopic morphology for culturing purpose
 - grain samples used in identification of cereal specimens (e.g. barley varieties, such as Proctor, Franklin and Stirling)
 - food samples used in allergy testing (e.g. nuts, wheat, milk and fish)

- Equipment, materials and systems** Equipment, materials and systems include, but are not limited to, one or more of:
- laboratory glassware and measuring equipment, centrifuges, water baths and incubators, lyophilisers and humidifiers
 - equipment and material for storage and/or transport, such as storage boxes, dry ice or ice packs and liquid nitrogen
 - storage and display cabinets
 - information management systems, databases, record and filing systems
 - equipment suitable for the safe collection and disposal of biological and non-biological wastes

Hazards

Hazards include, but are not limited to, one or more of:

- chemicals, reagents
- microorganisms associated with soil, air, water, blood and blood products and human or animal tissue and fluids
- sharps, such as broken glassware
- disturbance or interruption of services
- manual handling of heavy boxes

Safety procedures

Safety procedures include, but are not limited to, one or more of:

- use of PPE, such as hearing protection, gloves, safety glasses and coveralls
- ensuring access to service shut-off points
- handling and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer's instructions and workplace procedures and regulations
- regular cleaning of equipment and work areas

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL935002A Assist in the maintenance of reference materials

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>

