**READ ME for Feb 19 2025 CAC webinar materials-handout, database example file, 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. **NOT A TEMPLATE:** This Microsoft (MS) Access file ([*link*](https://www.msacl.org/cac/databases/MSACL-CAC_Example_LDT_Database_Tracking_file.accdb)) available for download is an example provided to familiarize new users with database tracking of LDT materials. The file is ***NOT*** an MS Access ***template***. A related SOP is here ([*link*](https://www.msacl.org/cac/docs/Materials_Tracking_Database_SOP_MSACL-CAC_template.doc)).
2. **WATCH THE WEBINAR:** This example database is derived from the version discussed in the MSACL-CAC webinar presented on February 19, 2025 via MSACL Connect™ (on demand recording is available – “Managing LDT Materials with MS Access – QA and FDA Compliance for the 21st Century”). The webinar slide handout can be downloaded here ([*link*](https://www.msacl.org/cac/presentations/20250211_DF-MSACLWebinar_Handout_LDT_Tracking_Database.pdf)).
3. **ONLY A SUBSET:** This example database contains a subset, rather than all, of the tables shown during the webinar. It contains several “demo” entries, but no queries. Think of this file as a starting place, in which you can delete the “demo” entries, modify, add, and link tables and create queries to customize an LDT materials database optimized for your laboratory. Best practice would be to download and then create a duplicate of the example file. Retain an unmodified version of the example 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 <https://support.microsoft.com/en-us/access> and your institutional IT group for the optimal solution for using MS Access within your laboratory.
5. **INSTALLATION DESIGN:** The best infrastructure (database integrity preserved and ease of use highly prioritized) has been providing MS Access availability on all laboratory PCs next to LDT and materials preparation workspaces. This includes LCMS instrument PCs. The production LDT materials database file itself resides on a laboratory server. This practice is based on experience within one medium sized, academic, CLIA LCMS laboratory.
6. **EASE OF USE:** The database demonstrated in the webinar, and this example file, 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](mailto: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.