

Instructions for Use: Incubator Carrier Tote

Purpose The purpose of this procedure is to provide instructions for use of the portable incubator tote and the temperature data logger which are used to provide a controlled temperature environment [30- 37°C] for the transportation of plated samples for culture.


- Specimen Transport**
- Agar plates streaked with sample for culture are placed in a CO₂ biobag
 - The CO₂ biobag is placed in an incubator tote for transport to the Regional Lab

Note: The incubator tote is not for transport of blood culture bottles or raw patient samples.

Maintaining the Tote When Not in Use

Charging the Battery

NOTE: Unit must be off when charging the battery

Step	Action
1	Insert the plug on the green battery charger into the plug on the front of the incubator [labeled CHARGING PORT] Set the charge current switch to 1.8 <div data-bbox="859 1266 1333 1621" style="text-align: center;">  </div>

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Instructions for Use: Incubator Carrier Tote, continued

Maintaining
 the Tote When
 Not in Use,
 Cont.

Charging the Battery, Cont.


Step	Action
2	<p>Plug the GREEN BATTERY CHARGER into a wall socket</p> <ul style="list-style-type: none"> • The light on the charger will be red when charging • The light will turn green when cycle is complete • <i>Once cycle is complete the charger will not restart unless it is unplug and plugged in again</i> • <i>This should be done daily to keep the batteries fully charged</i> <p>Note: A completely drained battery will require 20-25 hours to charge to capacity.</p>
3	<p>Press the black button on the Battery Monitor on the front of the incubator to check the charge.</p> <ul style="list-style-type: none"> • A MINIMUM of 4 lights must be illuminated otherwise the battery is not fully charged. • The Battery Monitor is separate from the power port. It will only display battery status when the unit is off. <div data-bbox="789 1199 1458 1587" style="text-align: center;"> </div>

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Instructions for Use: Incubator Carrier Tote, continued

Preparing the Tote for Use

Turning on the Heating Unit

Step	Action
1	<p>Insert the end of the plug from the black power supply into the power port on the left end of the incubator</p> <ul style="list-style-type: none"> • The temperature display will light up. • The motor will start up • The power switch will automatically turn “on” 
2	<p>Allow the incubator carrier unit to come up to temperature and stabilize before placing samples inside [approximately 1 hour].</p> <p>Note: The unit must be turned on, fully charged, and allowed to come up to temperature prior to use.</p>
3	Load samples for transport.

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Instructions for Use: Incubator Carrier Tote, continued

Preparing the Tote for Transport

Step	Action
1	Unplug the power supply from the power port
2	Push power switch in to turn on the unit. The temperature display should light up
3	Verify that there is a temperature logger inside the incubator
4	Record the temperature from the display on the lower left of the incubator.
5	Send via courier to Sherman Way lab.

Receipt in Testing Department

Step	Action
1	Record the temperature from the lower left digital display
2	Push power switch in to turn off the unit.
3	Remove the samples
4	Return to Medical Center

Quality Control

- The temperature of the unit will be recorded prior to shipment to SWL
- The temperature and time of receipt of the unit will be recorded upon receipt in Bacteriology
- The incubator contains a calibrated data logger device which will record the internal temperature of the incubator carrier at 30 minute intervals
 - If outside of the functional temperature range [34-37°C], inform a manager
 - The incubator carrier will be taken out of service until the data from the logger can be downloaded and reviewed.
- The unit will be pulled from service once a year for calibration

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Instructions for Use: Incubator Carrier Tote, continued

Downloading the Data from the Data Logger

Perform this procedure according to the following steps:

Note: Requires DeltaTrak FlashPDF software

Step	Action
1	Retrieve data logger from incubator carrier
2	Plug into USB port of computer. A pop up will appear displaying the progress of the download.
3	Once complete, the PDF will automatically display <ul style="list-style-type: none">• Save a copy of the PDF on the shared drive• Print a copy of the PDF for review and signature. Record the IR number of the incubator carrier unit and the date the data was retrieved.
4	Once the data has been retrieved, right click on the DeltaTrak icon on the taskbar and select “settings” <ul style="list-style-type: none">• Advance to screen that contains the alarm parameters and verify the alarm parameters• Return to initial screen and click “reactivate”. A pop up will appear that asks “reconfigure token?”- select “yes”.• Upon completion another message will pop up and ask if another token is to be configured, reply “no”.
5	Remove token from the USB port and return to the incubator carrier
6	Place a sticker on the incubator carrier with the date the data was downloaded and the due date for the next data retrieval.
7	Return the carrier to service.

Non-controlled Documents:

The following non-controlled documents support this instruction:

- Nicholson, Ron. Incubator Carrier Instructions. October 09, 2015.
- DeltaTrak FlashPDF instructions. Copyright 2012.

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Reviewed and approved by (for Medical Center Area Approval Only):

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Name: _____ CLIA Laboratory Director	

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Signature Manifest

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Change Request

Name/Signature	Title	Date	Meaning/Reason
Mickey J. Amos (H099970)	RRL BAC QA Specialist	04 May 2016, 03:59:00 PM	Approved

Collaboration

Name/Signature	Title	Date	Meaning/Reason
Paulette Medina (K088673)	ASST DIR REGL LAB	11 May 2016, 05:13:00 PM	Complete
Mickey J. Amos (H099970)	RRL BAC QA Specialist	12 May 2016, 10:02:16 AM	Complete

Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Susan Novak (K205467)	RRL DIRECTOR MICRO	12 May 2016, 10:27:16 PM	Approved

Final Approval

Name/Signature	Title	Date	Meaning/Reason
Darryl Palmer-Toy (T188420)	SCPMG Laboratory Sys Med Dir	26 May 2016, 03:50:13 PM	Approved

Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Sienna Mendoza (Z344484)			
Paulette Medina (K088673)	ASST DIR REGL LAB	03 Jun 2016, 05:30:28 PM	Approved

Notify Users

Name/Signature	Title	Date	Meaning/Reason
Paulette Medina (K088673)	ASST DIR REGL LAB	03 Jun 2016, 05:30:28 PM	Email Sent
Sienna Mendoza (Z344484)	Assistan Director	03 Jun 2016, 05:30:28 PM	Email Sent