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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

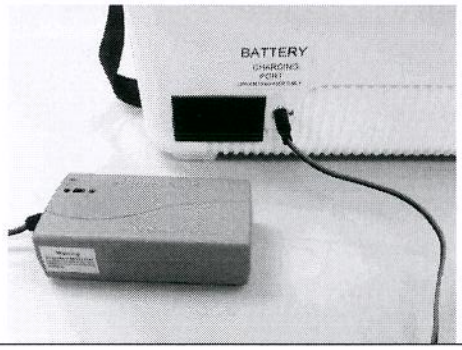
- Agar plates streaked with sample for culture are placed in a CO_2 biobag
- The CO_2 biobag is placed in an incubator tote for transport to the Regional Lab

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 

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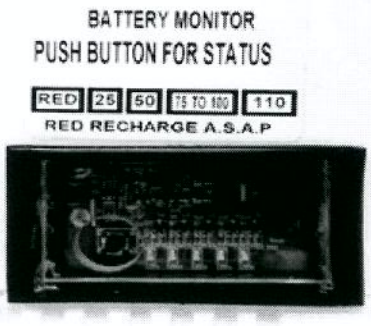
Instructions for Use: Incubator Carrier Tote, Continued

Maintaining the tote when not in use, continued

Charging the battery, continued

Step	Action
	Plug the GREEN BATTERY CHARGER into a wall socket • The light on the charger will be red when charging • The light will turn green when cycle is complete • ***Once cycle is complete the charger will not restart unless it is unplug and plugged in again*** • ***This should be done daily to keep the batteries fully charged*** **Note:** A completely drained battery will require 20-25 hours to charge to capacity.
3	Press the black button on the Battery Monitor on the front of the incubator to check the charge. • 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. 

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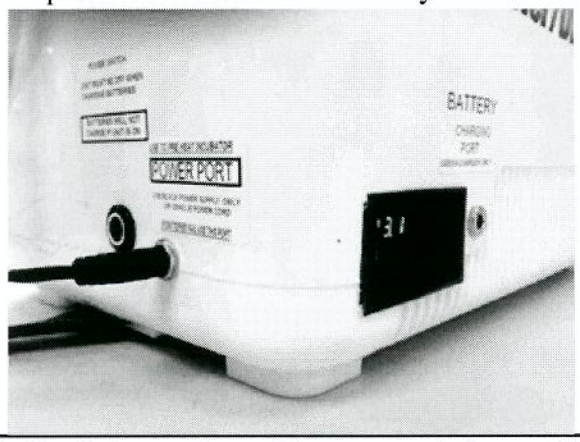
Instructions for Use: Incubator Carrier Tote, Continued

Preparing the Tote for use-

Turning on the Heating Unit

Step	Action
1	Insert the end of the plug from the black power supply into the power port on the left end of the incubator • The temperature display will light up. • The motor will start up • The power switch will automatically turn "on" 
2	Allow the incubator carrier unit to come up to temperature and stabilize before placing samples inside [approximately 1 hour]. Note: **The unit must be turned on, fully charged, and allowed to come up to temperature prior to use.**
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

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 • 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" • 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.

End

Signature Manifest

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All dates and times are in Pacific Standard Time.

New Lab Director - Micro

Change Request

Name/Signature	Title	Date	Meaning/Reason
Paulette Medina (K088673)	ASST DIR REGL LAB		
Vahe Khanlian (O532803)	RRL DIR OF LAB SVCS, MIC		
Matthew Jones (F754627)	Systems Consultant	06 Mar 2017, 01:30:40 PM	Approved

Collaboration

Name/Signature	Title	Date	Meaning/Reason
Matthew Jones (F754627)	Systems Consultant	06 Mar 2017, 01:34:33 PM	Complete

Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Charles Park (K239415)	Director of Operations	06 Mar 2017, 02:17:50 PM	Approved
Ken Van Horn (K660731)	Asst. Technical Director Bact	07 Mar 2017, 04:22:46 PM	Approved

Final Approval

Name/Signature	Title	Date	Meaning/Reason
David Quam (P092597)	Rgnl Mg Admn-Pmg Executive	09 Mar 2017, 11:41:57 AM	Approved

Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Paulette Medina (K088673)	ASST DIR REGL LAB		
Matthew Jones (F754627)	Systems Consultant	09 Mar 2017, 01:55:25 PM	Approved

Notify Users

Name/Signature	Title	Date	Meaning/Reason
Paulette Medina (K088673)	ASST DIR REGL LAB	09 Mar 2017, 01:55:25 PM	Email Sent

Instructions for Use: Incubator Carrier Tote

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

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