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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 for the transportation of plated samples for culture.

Specimen Transport

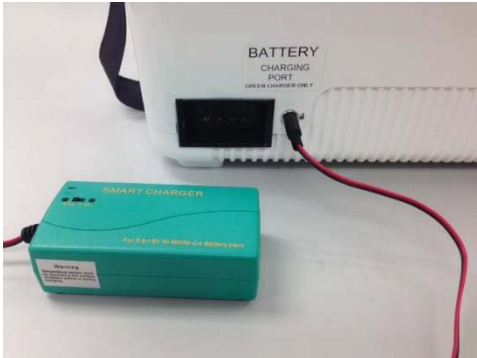
- Agar plates streaked with sample for culture are placed in an EZ pouch with a CO₂ sachet.
- The EZ pouch is placed in an incubator tote for transport to the Regional Lab

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 | <p>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</p>  |

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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 |
|------|---|
| 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="803 1150 1471 1539" 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 [34- < 38 °C], and stabilize before placing samples inside [approximately 1 hour].</p> <p>Note: <i>The unit must be turned on, fully charged, and allowed to come up to temperature prior to use.</i></p> <p>Note: <i>Notify a Clinical Laboratory Scientist or a Manager for any issues or concerns.</i></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 | Record the temperature from the display on the lower left of the incubator. |
| 4 | Place a printed outer tub Pac Trac slip on the incubator tote sleeve |
| 5 | Send via courier to Sherman Way Laboratory or Chino Hills Laboratory |

Receipt in Sherman Way / Chino Hills

| Step | Action |
|------|--|
| 1 | Assess the incubator carrier tote for any issues |
| 2 | Record the temperature from the lower left digital display |
| 3 | Push power switch in to turn off the unit. |
| 4 | Remove the samples |
| 5 | Return to Medical Center |

Quality Control

- The temperature of the unit will be recorded prior to shipment to Sherman Way Laboratory / Chino Hills Laboratory.
- The temperature and time of receipt of the unit will be recorded upon receipt in SWL Specimen Processing Department or CRL Ancillary Department:
 - If outside of the functional temperature range [34- < 38 °C] or any technical issues, the incubator carrier tote will be taken out of service until it has been assessed and placed back in circulation by Laboratory Technology Services (LTS).
- The unit will be pulled from service once a year for calibration by LTS.

Instructions for Use: Incubator Carrier Tote, Continued

Non-controlled Documents:

The following non-controlled documents support this instruction:

- Nicholson, Ron. Incubator Carrier Instructions. October 09, 2015.
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Signature Manifest

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Incubator Tote Revision

Initial Approval

| Name/Signature | Title | Date | Meaning/Reason |
|----------------------------|-------------------------------|--------------------------|----------------|
| Qiyamaa Portillo (K237031) | Assistant Director Operations | 19 Feb 2020, 03:38:11 PM | Approved |

Operations Director Approval

| Name/Signature | Title | Date | Meaning/Reason |
|-----------------------|------------------------------|--------------------------|----------------|
| Janice Wolf (K119893) | Director Operations Area Lab | 21 Feb 2020, 09:53:10 AM | Approved |

Medical Director Approval

| Name/Signature | Title | Date | Meaning/Reason |
|----------------------|-------------------------------|--------------------------|----------------|
| Sony Wirio (A478893) | Pathologist, Medical Director | 25 Feb 2020, 11:48:57 AM | Approved |