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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.

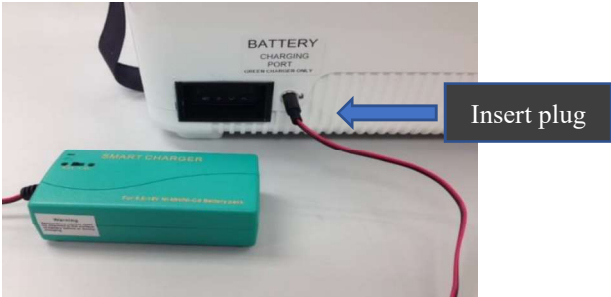
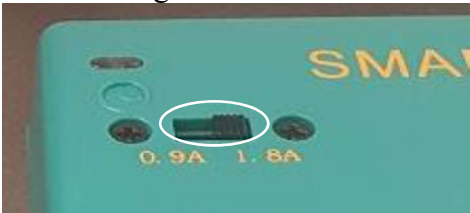
- Specimen Transport**
- Agar plates streaked with sample for culture are placed in an EZ pouch with a CO₂ sachet.
 - The EZ pouch is placed in an incubator tote for transport to the Regional Lab

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	Insert the plug of the green battery charger into the port in the front of the incubator labeled BATTERY CHARGING PORT. 
2	Set the charge current switch on the green battery charger 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**

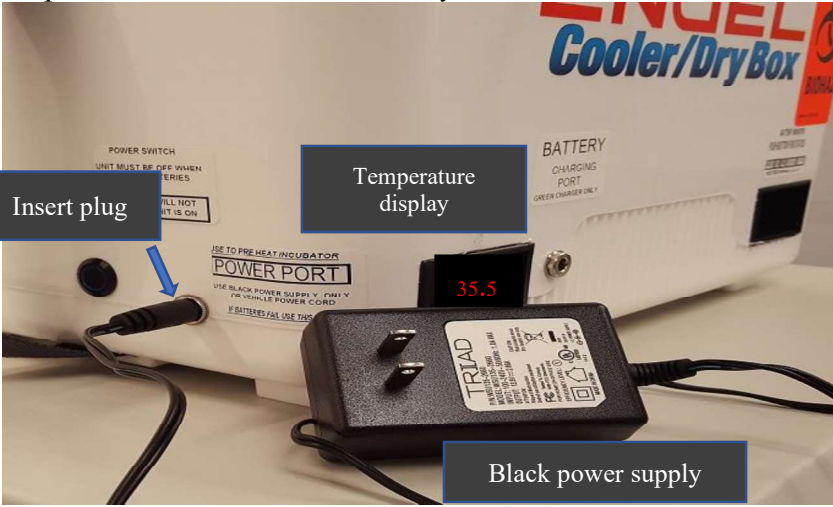
Step	Action			
3	Plug the power cord of the GREEN BATTERY CHARGER into a wall power socket.			
	<table border="1"> <tr> <td data-bbox="609 556 1015 745"> <ul style="list-style-type: none"> The light on the charger will be red when charging. </td> <td data-bbox="1015 556 1421 745">  </td> </tr> <tr> <td data-bbox="609 745 1015 934"> <ul style="list-style-type: none"> The light on the charger will be green when cycle is complete. </td> <td data-bbox="1015 745 1421 934">  </td> </tr> </table>	<ul style="list-style-type: none"> The light on the charger will be red when charging. 		<ul style="list-style-type: none"> The light on the charger will be green when cycle is complete.
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<ul style="list-style-type: none"> The light on the charger will be green when cycle is complete. 				
4	<ul style="list-style-type: none"> <i>Once cycle is complete, the charger will not restart unless it is unplugged 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> <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. 			

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Instructions for Use: Incubator Carrier Tote, continued

Preparing the tote for use

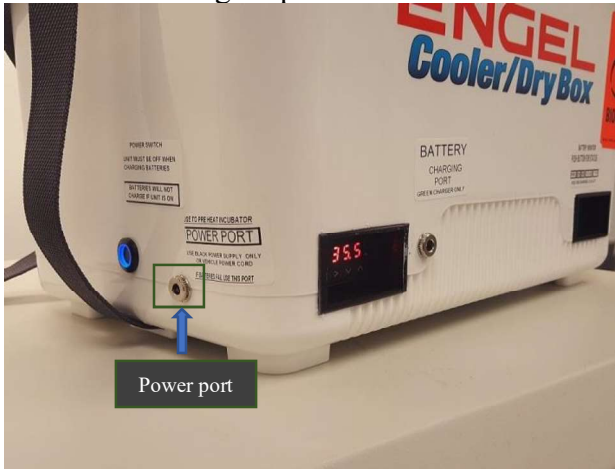
Turning on the Heating Unit

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 – 37.9 °C], and stabilize before placing samples inside [approximately 1-2 hours].</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 (See the diagram below).
2	Push power switch in to turn on the unit. The temperature display section 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 to 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.

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Instructions for Use: Incubator Carrier Tote, continued

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.

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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All dates and times are in Pacific Standard Time.

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Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Jay Raymund Castaneto (K258559)	Assistant Director Operations Area Lab	24 Mar 2022, 09:46:50 AM	Approved

Operations Director Approval

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Director Operations Area Lab	28 Mar 2022, 11:42:58 AM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Sony Wirio (A478893)	Pathologist, Medical Director	18 Apr 2022, 08:30:49 PM	Approved