

PFA-100 MANUAL O-RING CLEANING AND REPLACEMENT

Purpose To provide instruction for PFA-100 manual O-ring cleaning and replacement

**Safety or
Special Safety
Precautions**

All laboratory employees are expected to maintain a safe working environment and an injury-free workplace. Laboratory employees are responsible for their own safety and the safety of others and adhering to all departmental and medical center safety policies and procedures.

- For standard precautions and safety practices in the laboratory; see LGM 8000, specifically, but not limited to, equipment safety, proper body mechanics, sharps exposure and proper use of personal protective equipment (PPE).
- For Universal Body Substance precautions, see LGM 8005, specifically, but not limited to, exposure to body fluids.
- For proper hand washing, see LGM 8010, specifically, not limited to, proper hand washing.
- For proper infection control, see LGM 8004, specifically, but not limited to, proper use of gloves.
- For proper handling of regular and infectious waste, see LGM 8006, specifically, but not limited to, proper disposal of regular and biohazardous waste.
- For proper cleaning of work area, see LGM 8007 – Cleaning Work Areas.
- For proper handling of chemicals and reagents, see the Chemical Hygiene Plan.
- For proper storage and disposal of chemical hazardous waste, see LGM 8012.

**Materials and
supplies**

- Gloves
- Tap water
- 70% isopropanol

PFA-100 MANUAL O-RING CLEANING AND REPLACEMENT

Procedure: Follow the steps below on how to manually clean and replace PFA-100 O-ring; Clean O-ring weekly. Also clean O-ring whenever status message “Vacuum Test Fail” is obtained after a Self Test is performed from the Maintenance Menu or whenever the status message “Test Terminated Due to Air Leak” is printed after a test.

:

Step	Action
1	Wear gloves to perform this procedure
2	From instrument menu, choose menus, then maintenance menus and then remove O-ring option..
3	Rinse O-ring under running tap water. Place O-ring between forefinger and thumb and remove any debris by using rubbing motion while rinsing under tap water.
4	Visually inspect the O-ring for debris or unusual wear and tear such as cracks.
5	Shake excess water off the O-ring and soak the O-ring for about 15 seconds in 70% Isopropanol
6	Shake off excess Isopropanol and install the O-ring by choosing from main menus, maintenance menu, Install O-ring option. Perform a Self Test from the Maintenance Menu to verify that the system has no vacuum leak
8	Discard the old O-Ring in a suitable
9	If Vacuum leak persists contact Technical Assistance Center
10	Note Run and Run Control functions are disable after completion of Remove O-Ring and Install O-ring until a Self Test is performed.
11	Document O ring cleaning and/or replacement in the instrument maintenance log.

**Non controlled
 Documents**

PFA-100 Platelet Functions Analyzer, Easy Start Guide,
 Siemens

PFA-100 MANUAL O-RING CLEANING AND REPLACEMENT

Controlled Documents


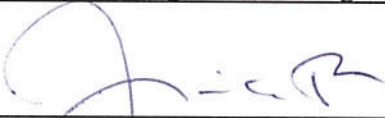

The following controlled documents support this procedure.

Procedure	Number
Safety Policies	LGM 8000
Infection Control	LGM 8004
Universal Body Substance Precaution	LGM 8005
Handling of Regular and Infectious Waste	LGM 8006
Cleaning Work Areas	LGM 8007
Hand washing Policy	LGM 8010

Author **Maaret Toprakci, MS, MT(ASCP), CLS**

PFA-100 MANUAL O-RING CLEANING AND REPLACEMENT

Reviewed and approved by:

SIGNATURE	DATE
	10/29/12
Maaret Toprakci, CLS Area Laboratory Manager – Los Angeles Medical Center	
	11/9/2012
Julie Toti, CLS, MS Laboratory Director – Los Angeles Medical Center	
	11/12/12
Joseph Thompson, M.D. Director, Clinical Laboratory – Los Angeles Medical Center	

