#### BECKMAN COULTER AU680 REAGENT AND MATERIAL MANAGEMENT

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| **Purpose** | This section contains the necessary information needed in managing the AU680 reagents and materials.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Scope**  **Policy** | This section will provide the operator a detailed instruction on how to manage AU680 reagents and materials needed to have the instrument operational.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * The Clinical Laboratory Scientist (CLS) must verify daily that the reagents required are on the system, that the volume are sufficient and that the reagents have not expired and will not expire before the workload is completed. * Reagents must be replaced before the on board stability expires. * Never replace reagents during analysis. * Reference solution is highly concentrated. Do not contaminate other bottles with the Reference solution. * Do not handle the aspiration tube with bare hands, wear protective gloves. |
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| **Reagents and Materials** | * R1 Reagents * R2 Reagents * Wash Solutions * ISE Reference Solution * ISE Buffer Solution * ISE Mid Standard Solution   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 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.   ***.*** |
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| Procedure | Checking the Reagent Status   |  |  | | --- | --- | | **Step** | **Action** | | 1 | From the **Home** screen, select **Reagent Management** jump button. | | 2 | Select **Reagent Check F5** | | 3 | Select **Check All Positions** | | 4 | Select **Start** |   Evaluate reagent status   |  |  | | --- | --- | | **Step** | **Action** | | 1 | View the **Main** tab background colors to determine what is missing, expired or low volume:   * Orange: Reagents are missing, expired or empty * Light Blue: Required reagents are present * Yellow: Required reagents are short | | 2 | View the **Details** tab to see detailed information on reagent expirations, shots left, reagent blank/calibration stability, etc. | | 3 | Repeat steps 1-2 for each sample type by changing the **Type** drop down selection. |   Loading/Replacing Reagents   |  |  | | --- | --- | | **Step** | **Action** | | 1 | Open the main cover, lift and remove the reagent refrigerator lid | | 2 | Place reagent bottle(s) in an empty position | | 3 | Ensure barcoded reagents are placed in the reagent tray with barcode facing out. “Fix” reagents without barcodes. | | 4 | In the case where reagent volume is insufficient, remove the old reagent bottles and replace with a new set. *Never add new reagents to existing bottles.* | | 5 | Reinstall the reagent refrigerator cover when done. | | 6 | When done, do a **Reagent Check** again. | |
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| Procedure | | Replacing ISE Reagents   |  |  | | --- | --- | | 1. | If the reagents used for the ISE unit are insufficient, an alarm message will appear on the screen. Replace the corresponding reagent. *After the alarm message has been displayed, the system will still be capable of analyzing approximately 150 samples.* | | 2. | Open the center front door of the analyzer | | 3. | Pull out the reagent bottle to be replaced. | | 4. | Loosen the cap of the reagent bottle and remove the aspiration tube. | | 5. | Remove the cap of the new reagent bottle, place the aspiration tube in the new bottle and tighten the cap  Caution:   * *Push the reagent tank all the way until it stops. If the reagent tank is positioned forward, the liquid-level sensor will not detect the reagent level. This may display an alarm message indicating there is insufficient reagent.* * *If the roller tube for the MID solution is removed from the roller pump, the solution in the tubing flows backwards into each reagent tank. Do not remove the roller tube for the MID solution from the roller pump when replacing either of the reagent tanks.* | | 6. | Push the reagent tank all the way until it reaches the specified position. | | 7. | From the **Home** screen, select **Analyzer Maintenance**, then select **ISE Maintenance** button. | | 8. | Place a check on the **ISE Maintenance** box. | | 9. | Touch to select one of the following maintenance item from the list of the maintenance items.   * For replacing Buffer solution: **Replace Buffer Liquid** * For replacing MID solution: **Replace MID Liquid** * For replacing REF Solution: **Replace REF Liquid** | | 10. | Select:   * **Buffer prime** if replacing Buffer solution * **MID/REF Prime** if replacing the MID Standard solution or the Reference solution. | | 11. | Select **OK** | | 12 | Press the **TABLE ROTATIO/DIAG** button to prime the reagent. | | 13 | Close the center front door of the analyzer. | | 14 | After priming is complete, un-check the **ISE Maintenance** box. | |
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**Controlled** The controlled documents are as follows:

**Documents**

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| **Document No.** | **Name of Documents** |
| LGM 8000 | Safety Practices |
| LGM 8004 | Infection Control |
| LGM 8005 | Universal Body Substance Precautions |
| LGM 8006 | Handling of Regular and Infectious Waste |
| LGM 8007 | Cleaning Work Areas |
| LGM 8010 | Hand-washing Policy |
| LGM 8012 | Storage and disposal of Chemical Hazardous Waste |

**Non**

**Controlled** The non-controlled documents are as follows:

**Documents**

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| **Document No.** | **Document Name** |
|  | AU680 User’s Guide |
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Reviewed and approved by:

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