

Ortho Workstation Centrifuge Function, Verification, and Maintenance

Purpose

This procedure provides instructions for verification and maintenance of the Ortho Workstation centrifuge.

Policy Statements

- Quarterly verification shall be performed per posted Equipment Maintenance schedule.
- Calibration of the Ortho Workstation Centrifuge is required as part of installation validation or post major repairs.

Related Documents

- TSf 18.1.3 Mpls Daily QC Form
- TSf 17.31.1 Ortho Workstation QC Form
- TSf 17.16 Quarterly timer check-centrifuges
- TS 17.10.3 Equipment Maintenance Service Record

Procedure

Daily Quality Control

Step	Action
1	Check that the Tachometer Display reads 1032 ± 10 .
2	Check that the Timer Display begins at 10:00 minutes and counts down (9:59, 9:58...) and that the display blanks at 00:00.
3	Check the incubator temperature status display and verify that it is green. This will indicate it is within the correct range. Check digital thermometer of incubator $37^{\circ}\text{C} \pm 2^{\circ}\text{C}$.
4	Record observations on the Daily QC form

Quarterly

Step	Action
1	Check rotor speed. <ol style="list-style-type: none"> Empty the rotor of all cards. Close the drawer. Press the start button. Allow the rotor to accelerate to full speed. Shine the tachometer through the viewport in the cover to determine the speed. Record reading on TsF 17.31.1 Ortho Workstation QC form Notify BioMed if the rotor is not spinning within acceptable RPMs. Acceptable range: 1032 ± 10 RPMs
2	Check spin time according to procedure TS 17.16 <ol style="list-style-type: none"> Start the stopwatch as soon as the cycle starts. (The start of spin can be determined by listening for the hum). Stop the stopwatch when the timer display reads 00:00. Record the reading on TSf 17.31.1 Ortho Workstation QC form. Notify BioMed if the timer criteria not met Acceptable results: 10:00 minutes \pm 10 seconds

Centrifuge Calibration

Step	Action
1	As part of installation validation or after major repairs, the following equipment calibration procedures shall be performed: <ul style="list-style-type: none"> • Quarterly QC motor speed & spin times verification. See above.

Malfunctions and Repairs

Step	Action
1	Remove equipment from service.
2	Contact Biomed.
3	Notify Technical Specialist.
4	Document issue, actions and outcome on Equipment Maintenance Service Record form.
5	Re-qualify according using Quarterly QC motor speed & spin times verification (see above) prior to returning equipment to use.

References

1. ORTHO™ Workstation for ID-MTS™ Gel Cards Reference Guide

Approval Workflow

Transfusion Service/Laboratory Director

Historical Record

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	S. Cassidy	06/07/2016	Initial Version