|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| FilmArray Torch Instrument Maintenance | | | | | | | |
| **Purpose** | This procedure provides instructions for performing instrument maintenance on the FilmArray Torch. | | | | | | |
| **Policy Statements** | This procedure applies to all technical Microbiology staff performing testing on the BioFire FilmArray. | | | | | | |
| **Materials** |  | |  | |  | |  |
|  | **Reagents** | | **Supplies** | | **Equipment** | | **Reagent storage** |
|  | * 10% bleach * Water | | * Thumb drive * Fan filters | | * FilmArray Torch and software * FilmArray Pouch Loading Station * Biosafety Hood * FilmArray Torch Printer | | * Store reagents at room temperature |
| **Special Safety Precautions** | Microbiologists are subject to occupational risks associated with specimen handling. Refer to the safety policies located in the safety section of the *Microbiology* and *Virology Policy Manual*:   1. [*Biohazard Containment*](file:///G:\Lab%20Procedures\Microbiology\1NEW%20Micro%20Procedure%20Manual.%20(same%20as%20in%20Starnet)\MCVI%203%20Safety\MCVI%203.1%20Biohazard%20Containment.docx) 2. [*Safety in the Microbiology/Virology Laboratory*](file:///G:\Lab%20Procedures\Microbiology\1NEW%20Micro%20Procedure%20Manual.%20(same%20as%20in%20Starnet)\MCVI%203%20Safety\MCVI%203.2%20Safety%20in%20the%20Microbiology%20Lab.docx)  * [*Biohazardous Spills*](file:///G:\Lab%20Procedures\Microbiology\1NEW%20Micro%20Procedure%20Manual.%20(same%20as%20in%20Starnet)\MCVI%203%20Safety\MCVI%203.4%20Biohazardous%20Spills.docx)  1. Wear appropriate personal protective equipment (PPE) including disposable gloves and lab coats. 2. Handle all samples and waste materials as if they were capable of transmitting infectious agents. 3. Change gloves often when handling reagents or samples. 4. Dispose of materials used in this assay, including reagents, used buffer vials in biohazardous waste. 5. Sample buffer will form hazardous compounds and fumes when mixed with bleach or other disinfectants. | | | | | | |
| **Weekly** | **Clean the FilmArray Torch:**   1. Put the software into cleaning mode by navigating to the “Settings” toolbar and selecting the **Switch to Clean Mode** option. This will freeze the screen for 30 seconds to allow for cleaning of the surface. 2. Wipe down all outside surfaces of the FilmArray Torch with a cloth or paper towel and 10% bleach solution. Let sit for 2 minutes. Follow with water. 3. Record on Virology Maintenance Schedule | | | | | | |
| **Monthly** | **Perform a system base shutdown:**   1. Hold the reset bottom on the back of the instrument (if looked at the front of the instrument it is on the lower right side), and wait for the screen to go black. Then switch off the power (switch on the left in the back). 2. Turn the instrument on by flipping the switch back to the on position. 3. Record on Virology Maintenance Schedule | | | | | | |
| **Quarterly** | **Archive Results:**   1. Insert a thumb drive (located in the BioFire folder) into the USB port on the front of the System Base. 2. Navigate to the Settings Menu from the toolbar. 3. Select **Archive.** 4. Select **Archive Runs** to display a calendar. 5. Select a date parameter on the calendar (3 months). 6. Select **Next** to choose the location and filename for the archived runs (leave name as default). 7. Select **Yes** to launch the archiving process. 8. Once finished, remove the thumb drive and store in BioFire Folder. 9. Record on Virology Maintenance Schedule   **NOTE:** if more than 100 runs are selected, archived runs are sorted into files containing 100 runs each. | | | | | | |
| **References** | BioFire FilmArray Application and Training Guide BioFire Diagnostics, LLC 390 Wakara Way Salt Lake City UT 84108 May 2016 | | | | | | |
|  |  | | | | | | |
| **Customer and Technical Support** | Web information at [www.biofiredx.com](http://www.biofiredx.com). Email at [support@biofiredx.com](mailto:support@biofiredx.com). Call at 1-800-735-6544 or fax to 801-588-0507. | | | | | | |
| **Training Plan/ Competency Assessment** | |  |  | | --- | --- | | **Training Plan** | **Initial Competency Assessment** | | 1. Employee must read the procedure. 2. Employee will demonstrate the ability to perform procedure, record results, and document corrective action after instruction by the trainer. | 1. Direct observation | | | | | | | |
| **Historical Record** |  |  | |  | |  | |
|  | **Version** | **Written/Revised by:** | | **Effective Date:** | | **Summary of Revisions** | |
| 1 | Julie Laramie  Susan DeMeyere | | 3/25/2019 | | Initial Version | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  |  | |  | |  | |  |  |
|  |  | |  | |  | |
| **Archived by:** |  | | **Archived Date:** | |  | |