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| 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** |
|  | * Household bleach or Bleach wipes (0.65%) * 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* *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 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 Rapid Molecular Maintenance Log.   **Perform a system base restart when no samples are running:**   1. Press black dome button on back bottom right of instrument. Screen will go black for a few seconds and then will restart. 2. OR: Navigate to the Setting Tab 3. Switch the instrument to Admin mode 4. Hit ‘yes’ to log out. 5. Log in using User name ‘LabAdmin’ and Password ‘Lab\_Admin’ or use barcodes:      1. Find Window button on bottom left side of screen. Click Power and then Restart. Screen will go black for a few seconds and then restart. 2. Record on Rapid Molecular Maintenance Log. | | | | | | |
| **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 Rapid Molecular Maintenance Log   **NOTE:** if more than 100 runs are selected, archived runs are sorted into files containing 100 runs each.  **Clean & Replace Fan Filters**  1. Remove the instrument module covers.  2. Remove the filters from the covers and thoroughly rinse with water, let dry.  3. Replace covers with dry filters wearing clean gloves.  4. Record on Rapid Molecular Maintenance Log. | | | | | | |
| **Resetting and Powering down the instrument** | **For troubleshooting module “ATTENTION” errors:**   1. Remove front faceplate on module, press and hold the reset button until the lights go out. 2. Wait 1-3 minutes. The module should then reboot and show “available” status on dashboard.   **For troubleshooting screen (delayed/lagging) issues.**   1. Perform full system shutdown. 2. First, press the reset button on the bottom right side, wait for screen to go black, then switch off the power. Switching the power on will restart the system Base and start the software. | | | | | | |
| **References** | BioFire FilmArray Application and Training Guide BioFire Diagnostics, LLC 390 Wakara Way Salt Lake City UT 84108 May 2016 | | | | | | |
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| **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 | |
| 2 | Julie Laramie | | 10/15/2019 | | Changed from monthly shutdown to weekly log out. | |
| 3 | Julie Laramie | | 10/19/2020 | | Added changing filters to quarterly schedule | |
|  | 4 | Kailee Pacetti/Julie Laramie | | 12/14/2020 | | Added troubleshooting restart and user/password to base restart | |  |  |
| 5 | Susan DeMeyere | | 2/24/2022 | | Revised weekly maintenance to shutdown instead of restart. | |
| **6** | Susan DeMeyere | | **4/8/2022** | | Revised weekly maintenance to restart instead of shutdown. Added to troubleshooting section. | |