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| **Performing CS-5100 Monthly / As Needed Maintenance** |
| **Purpose** | This procedure provides instructions for PERFORMING CS-5100 MONTHLY MAINTENANCE. |
| **Policy Statements** | * This procedure applies to all laboratory technologists who operate the CS-5100, and to the section supervisor.
 |
| **Materials** | **Supplies** | **Equipment** |
|  | * Vacuum or other method for removing dust from filter.
 | * N/A
 |
|  | Follow the activities in the table below for PERFORMING CS-5100 MONTHLY / AS NEEDED MAINTENANCE. |
| **Procedure** | **Step** | **Action** | **Related Document** |
|  |  | **Clean the filter, left side.** |  |
|  | 1 | Open the light shield lid. |  |
|  | 2 | Push the top of the filter, then pull it out. |  |
|  | 3 | Use a vacuum or similar tool to remove dustfrom the filter. |  |
|  | 4 | Re-install a clean filter, close the light shield lid. |  |
|  |  | **Clean the filter, right side** |  |
|  | 1 | Push the top of the filter cover, remove the cover by tilting it slightly toward you. |  |
|  | 2 | Remove the filter mount. |  |
|  | 3 | Use a vacuum or similar tool to remove dust from the filter. |  |
|  | 4 | Attach a clean filter to the filter cover. |  |
|  | 5 | Install the filter cover. |  |
|  | 6 | Close the filter cover. |  |
|  | 7 | **Document manual maintenance in Operation Panel.** |  |
|  | 6 | Directions for performing any other “as needed” maintenance can be found in the Sysmex CS-5100 Training Workbook, pages 63 – 74.[CS-5100 System Training Workbook](https://starnet.childrenshc.org/References/labsop/coag/res/sysmex-cs-5100-system-training-workbook.pdf) |  |
| **References** | 1. SysmexCS-5100 Training Workbook, EffectiveDate:14-Jan-2021JobAid HOOD05162003158941

[CS-5100 System Training Workbook](https://starnet.childrenshc.org/References/labsop/coag/res/sysmex-cs-5100-system-training-workbook.pdf) |
| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Al Quigley | 9/19/22 | Initial Version |