 Processing SOP Manual	Title: Centrifuge Use and Maintenance	
	SOP: Processing Department	Version: 1.0
	Effective Date: 10/9/2017	Page 3 of 5

PURPOSE:

The purpose of this SOP is to give introductory knowledge on proper Centrifuge Maintenance and Use

SCOPE:

Processing Department

RESPONSIBILITY:

The Medical or Section Director is responsible for ensuring that the procedure is in compliance with CAP and CLIA regulations. The Director must review and approve this procedure at appropriate intervals. The Medical Director may delegate some of the responsibilities to other CLIA/CAP qualified personnel.

The Processing Supervisor/Manager will have the overall responsibility for implementing this procedure. The supervisor/manager is responsible for ensuring that the procedure is followed accurately and that competency documentation is appropriate.


EQUIPMENT: Centrifuge

SUPPLIES: N/A

PROCEDURE:

Centrifuge Operation Procedure

1. Installation
 - a. Place centrifuge on stable, smooth, flat surface securing rubber feet to the surface. DO NOT operate on wood surfaces
 - b. Plug in centrifuge power cord to both the centrifuge and power source. Plug power cord only into a grounded 3-wire receptacle.
2. Centrifuge Operation:
 - a. Load tubes or cushions (for smaller tubes) in a balanced manner
 - b. Make certain that the opposite tubes contain an equal amount of sample
 - i. If only one specimen is to be centrifuged balance with a tube filled with equal amount of water.
 - c. Close the cover completely and turn the latch to the “locked” position.
 - d. Press the “start” button

 Processing SOP Manual	Title: Centrifuge Use and Maintenance	
	SOP: Processing Department	Version: 1.0
	Effective Date: 10/9/2017	Page 4 of 5

- e. To stop the centrifuge process, press the “open/stop” button.
 - f. The centrifuge is set to spin for 10 minutes and will automatically stop when centrifuge is completed.
 - i. Once completely stopped press the “open/stop” button and turn the latch on the top to the unlocked position
 - ii. Do not unlock or attempt to open the centrifuge while it is in operation.
 - g. Do not lean on centrifuge while in use.
 - h. Spills inside the centrifuge must be cleaned with a 10% solution of bleach and water.
3. In case of power loss, manual entry once the centrifuge has stopped spinning may be done
- a. Remove the colored label by the latch door.
 - b. There is a small circular latch release that with a strong pointed object and a pulling motion towards the user, will then unlatch the safety lid and allow entry


Centrifuge Maintenance Procedure

Monthly

1. ONLY isopropyl alcohol, soap and water, or a 10% bleach solution should be used for cleaning and disinfection of the centrifuge.
2. All internal and external surfaces should be cleaned and dried immediately after cleaning
3. See Manufacturers guide for further assistance if needed.
 - a. Found in the Centrifuge Maint. Binder.

Annually

1. Inspect the rotor head for defects and signs of wear or stress that might impair its continued safe use. If any abnormal appearance, contact a supervisor immediately and remove the centrifuge from use.
2. Please see the “Traceable®” Certificate of Calibration for Digital Tachometer”.
3. For the Model 642E, the manufacturers published RPM is 3,380 RPM. A passing result is the Observed RPM being within +/- 100 RPM.
4. Document on the maintenance form, filling in the requested information.

 Processing SOP Manual	Title: Centrifuge Use and Maintenance	
	SOP: Processing Department	Version: 1.0
	Effective Date: 10/9/2017	Page 5 of 5

- Any service of centrifuge beyond this will require a technician in repair of centrifuges.

NOTE: Central Processing centrifuges are sealed, permanently lubricated bearings. No oiling or maintenance of bearings is required for the life of the machine.

REFERENCES: See Manufacturers information in the Centrifuge Maintenance Binder.

RELATED DOCUMENTS: N/A

APPENDIXES: N/A