 Processing SOP Manual	Title: Barcode Printer Maintenance	
	SOP: Processing	Version: 1.0
	EffectiveDate: 10/9/2017	Page 3 of 4

Purpose:

The purpose of this SOP is to acknowledge the responsibility of the Processing Department to maintain the barcode printer.

SCOPE:

Processing partment

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.


All processors performing this procedure are required to have appropriate training and competency approved. They are responsible for reading, understanding and competently performing this procedure without deviation.

EQUIPMENT: Zebra Barcode Printers

SUPPLIES: Alcohol Swab or wipe(disposable, single use)

PROCEDURE: Barcode Printer Maintenance

1. The barcode printers are managed under Information Technology (IT), but it is the responsibility of the processor assigned to the station to maintain proper care for the printer on a daily basis.
2. In order to assure proper maintenance the processing staff member should use an alcohol swab to clean the head and roller of the barcode printer daily, or more often as needed.
 - a. This is part of the Daily Checklist for each pod
3. It is very important to keep the printer free of dirt and debris
 - a. Staff should make sure the case is on the printer at all times
 - b. If a barcode printer jams do not use any hard device such as tweezers to fix the jam. Hard devices can damage the roller causing the labels to print incorrectly.

 Processing SOP Manual	Title: Barcode Printer Maintenance	
	SOP: Processing	Version: 1.0
	EffectiveDate: 10/9/2017	Page 4 of 4

4. When necessary, IT should be notified of problems. This can be done through contacting support@bbpl.com or creating a ticket in Lablink

REFERENCES: N/A

RELATED DOCUMENTS: N/A

APPENDIXES: N/A