Quest Diagnostics

TRAINING UPDATE

Lab Location:	SGAH & WAH	**Date Distributed:**	1/2/2013
Department:	Core	**Due Date:**	1/31/2013

DESCRIPTION OF PROCEDURE

Name of procedure:
ADVIA Centaur CP Sample Processing, Startup and Maintenance SGAH.C134, WAH.C127 v000 **ADVIA Centaur CP Maintenance Log Form AG.F182 v001**
Description of change(s):
New SOP to describe basic instrument operation and required maintenance Revision to log to add QC levels by shift

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 000)

Non-Technical SOP

Title	**ADVIA Centaur CP Sample Processing, Startup and Maintenance**
Prepared by	Ashkan Chini Date: 11/9/2012
Owner	Robert SanLuis Date: 11/9/2012

Laboratory Approval

Print Name and Title	Signature	Date
Refer to the electronic signature page for approval and approval dates.		

Local Issue Date: Local Effective Date:

12 month (or new) management review and approval:
Signature acknowledges SOP version remains in effect with NO revisions.

Print Name	Signature	Date

Form revised 3/31/00

TABLE OF CONTENTS

1. PURPOSE

To outline the operational daily start up procedure for the ADVIA Centaur CP and describe all other maintenance that must be performed as scheduled.

2. SCOPE

This procedure applies to all Core Laboratory personnel working with the ADVIA Centaur CP instrument.

3. RESPONSIBILITY

Core Laboratory Personnel are responsible for performing and complying with this procedure.
The Technical Supervisor is responsible for content and review of this procedure.

4. DEFINITIONS

None

5. PROCEDURE

A. General Information:

1. If an aliquot is required, never pour sample back into the primary tube.
2. When preparing an aliquot, only handle one patient sample at a time.
3. If there is specimen left in the primary tube, discard the aliquot sample when testing is complete. If there is no specimen left in the primary tube, parafilm the top and save.
4. All saved specimens must be labeled with patient identification.

The following instructions are used when performing sections B, C and D:

From the main page click on the **"i"** button, located on the top right side of the screen (It is a lower case i placed in a book image, next to the **"Set up"** button). Then on Top Left side of the screen click on **"Operator's Guide"**. Look on the left side of the screen and notice the following tabs **Overview**, **Operating the System**, **Calibrations and Controls**, **Maintenance** and **Troubleshooting Principles**.

When operating, maintaining or troubleshooting the ADVIA Centaur CP, use the **"i"** guide. It will provide step by step instructions including pictures to help operators run (samples, QC and calibrations), perform maintenance and troubleshoot the instrument if needed.

B. Operation:

1. Sign in the system
2. Empty the solid waste drawer
3. Empty the liquid waste container
4. Load sample tips and cuvettes, if needed.
5. Ensure sufficient wash 1 Solution and DI water is on board.
6. Replace Acid and Base reagents if needed (check for expiration date and ensure quantity is sufficient).
7. Ensure sufficient reagent is on board.
   a. If the number of tests left on that particular reagent is low check to ensure more reagents are available and if so, check the lot number.
   b. If there is different reagent lot number or same lot number but different shipment, then prepare for calibration.
8. Ensure that the calibration is not expired and QC for that specific shift has been successfully run.
9. Load samples into sample rack.
10. Open the sample rack door and place the rack on the position where the green light blinks. Close the door.
11. On the main screen, click on the rack section. Select the rack that was just put on and click on the sample/samples on that rack.
12. Select the desirable test/tests and close the page.
13. Press **START**, then **OK**

C. Maintenance:

The ADVIA Centaur CP system monitors maintenance tasks and notifies the operator when a scheduled task is due. The system notifies the operator through a color change on the Maintenance status button and an **Overdue** icon next to the task on the Maintenance Schedule screen.

The system provides a maintenance schedule for the operator to record the completion of scheduled maintenance tasks. The system then uses this information to automatically update the maintenance schedule with the next time the task is due.
At the workspace, the background of the Maintenance status button changes color to indicate status.

Yellow indicates that a maintenance task is due or overdue.
Red indicates that an automated maintenance procedure did not finish.

All maintenance is documented on the ADVIA Centaur CP Maintenance Log.

1. Daily Maintenance:

a. Automated Daily Cleaning
b. Aspirate Probe Bubble Detector Calibration

2. Weekly

a. Clean the incubation ring cover
b. Clean the exterior of the reagent probe
c. Clean the exterior of the waste probe
d. Clean the probe rails
e. Prepare a new CSC (Cleaning Solution Concentrate)
f. Perform automated weekly cleaning

3. Monthly Maintenance:

a. Maintain system data base
b. Perform automated monthly cleaning

4. Bimonthly Maintenance:

Clean Wash 1 Container

5. As Needed Maintenance:

a. Clean the Acid / Base compartment
b. Clean the solid waste drawer and liner
c. Clean the sample compartment
d. Clean the sample compartment shutter
e. Clean the sample racks
f. Clean the reagent compartment
g. Clean the reagent compartment shutter
h. Clean system exterior
i. Clean the workstation
j. Data base maintenance
k. Automated system prime

D. Troubleshoot:

1. Monitoring the Event Log

An event is a system activity or error recorded by the system in the Event Log. Events are designed to provide the operator with detailed information necessary to

understand system activity and status. Each event contains a unique event code, the date and time of the event, the event message, the origin of the event, and the severity level of the event.

The Event Log button, located on the left side of the status bar, displays the most recent two events. The Event Log button changes color to indicate the current status of the system.

Neutral indicates that the system is operating correctly.

Yellow indicates that a system warning condition has occurred. The system continues to operate but requires your attention.

Red indicates that a system failure condition has occurred. The system stops operating and requires your attention.

2. Troubleshooting an Event

Most events do not require the operator to perform any action. Some events, however, identify a problem or error in the system or software that require you to perform some troubleshooting action. Use this procedure to troubleshoot an event using the system Event Log.

a. At the workspace, select the **Event Log** button.
b. Select the event you want to troubleshoot.
c. Carefully read the message, description, possible causes, and corrective actions.
d. Take the appropriate actions.
e. If the problem cannot be resolved with the information provided, contact the hot line technical support center.

6. RELATED DOCUMENTS

ADVIA Centaur CP Immunoassay System Operator's Guide
Quality Control Program, QA procedure
QC Responsibilities and Review, QA procedure

7. REFERENCES

ADVIA Centaur CP Immunoassay System Operator's Guide, Ireland, Revised 09/2005

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

Form revised 3/31/00

9. ADDENDA AND APPENDICES

ADVIA Centaur CP Maintenance Log (see Attachment tab of Infocard)

Quest Diagnostics

☐ Germantown Emergency Center
☐ Shady Grove Adventist Hospital
☐ Washington Adventist Hospital

ADVIA Centaur CP Maintenance Log
(page 1)

Month: _____ Year: _____ Instrument Serial Number: _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Daily Tasks																															
Perform Automated Daily Cleaning																															
Aspirate Probe Bubble Detector Cal.																															
BNP QC Day Shift: Levels 1 & 3																															
BNP QC Eve Shift: Level 2																															
BNP QC Night Shift: Level 1 or 3																															
iPTH QC run as needed																															
Tech initial																															

Weekly Tasks				
Clean Incubation Ring Cover				
Clean exterior of reagent probe				
Clean exterior of waste probe				
Clean Probe Rails				
Prepare a new CSC (cleaning solution concentrate)				
Perform automated weekly Cleaning				
Tech initial / Date				

Monthly	
Maintain System Database	
Perform Automated Monthly Cleaning	
Tech initial / Date	

Bimonthly	
Clean Wash 1 container	
Tech initial / Date	

Comments: _____

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Weekly review:	Weekly review:	Weekly review:
Weekly review:	Weekly review:	Monthly review:

☐ Germantown Emergency Center
☐ Shady Grove Adventist Hospital
☐ Washington Adventist Hospital

ADVIA Centaur CP Maintenance Log
(page 2)

Month: _____ Year: _____ Instrument Serial Number: _____

As Needed Tasks	Reason for performing this task
Clean Acid / Base Compartment	
Clean Solid Waste Drawer and Liner	
Clean Sample Compartment	
Clean Sample Compartment Shutter	
Clean Sample Racks	
Clean Reagent Compartment	
Clean Reagent Compartment Shutter	
Clean System Exterior	
Clean WorkStation	
Data Base Maintenance	
Automated System Prime	
Tech Initial	
Date	

Comments: _____

_____

_____

Weekly review:	Weekly review:	Weekly review:
Weekly review:	Weekly review:	Monthly review: