

## TRAINING UPDATE

**Lab Location:** SGMC, WAH & GEC  
**Department:** Core Lab

**Date Distributed:** 5/7/2019  
**Due Date:** 5/31/2019  
**Implementation:** 6/1/2019

### DESCRIPTION OF REVISION

<b>Name of procedure:</b>
<b>Centrifuge Maintenance and Function Check Log AG.F86.2</b> <b>Ultracentrifuge Maintenance and Function Check Log AG.F265.1</b>
<b>Description of change(s):</b>
<ul style="list-style-type: none"><li>• Under Key for Daily Maintenance, changed the designation for 'Not in use' to <b>X</b> (previously was N)</li><li>• Updated logo</li></ul> <p><b>The revised FORMs will be implemented June 1, 2019</b></p>

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



- Germantown Emergency Center
- Shady Grove Medical Center
- Washington Adventist Hospital

## Centrifuge Maintenance and Function Check Log

<b>Year:</b>		<b>Department:</b>		<b>Manufacturer:</b>		<b>Model #:</b>		<b>Serial #:</b>																									
<b>Month:</b>		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	Supervisor Monthly Review
Daily (See Key Below)																																	
Daily verify speed setting																																	
<b>Tech Initials (daily)</b>																																	
Weekly Maint. (Date/Initial)																																	
Monthly Maint. (Date/Initial)	Date performed:																Tech:																
Supervisor / Group Lead																																	
Weekly Review (Initials/Date)																																	

**Daily: (Inspect for cleanliness and perform steps 1-3 as needed & immediately after a spill)**

1. Wipe rotor chamber, cabinet and lid with damp cloth.
2. Wipe with Dispatch, then warm water. **Never pour water directly onto rotor chamber.**
3. Allow to air dry.

**Weekly: (Record date & initials on weekly line.)**

Lubricate gimbals (posts) that hold buckets. (Record *n/a* if not applicable to centrifuge)

**Monthly Maintenance: (Record date & initials on monthly line.)**

1. Wash rotor chamber with Dispatch, scrubbing to remove any splashed particles.
2. Clean shields, cups and carriers with Dispatch, then rinse with warm water.
3. Examine rubber cushions and replace if worn.
4. Wash gaskets and check for wear and/or cracks.
5. Check cover latch for air leakage.

**Semi-Annual Maintenance: (Performed by contract company)**

**All records can be obtained from the contracted company.**

1. Verify Speed / Timer	3. Check brushes & drive belts
2. Check lid safety interlock	4. Repair or replace defects

**Key for Daily Maintenance:**

√	Everything checked out ok.
F	Failed ( <b>Document Corrective Action Below</b> )
X	Not in use.

Corrective Action Log:	
Date	Action Taken or Explanation of Problem



## Ultracentrifuge Maintenance and Function Check Log

- Shady Grove Medical Center
- Washington Adventist Hospital

<b>Year:</b>		<b>Department:</b>		<b>Manufacturer:</b>		<b>Model #:</b>		<b>Serial #:</b>																									
<b>Month:</b>		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	Supervisor Monthly Review  (Initial/Date)
Each Day of Use (See Key Below)																																	
Each Day of Use verify speed setting																																	
<b>Tech Initials (day of use)</b>																																	
Monthly (Date/Initial)		Date performed:										Tech:																					
Supervisor / Group Lead																																	
Weekly Review (Initials/Date)																																	

**Each Day of Use: (Inspect for cleanliness and perform steps 1-3 as needed & immediately after a spill)**

1. Wipe rotor chamber, cabinet and lid with damp cloth. **Never pour water on rotor chamber.**
2. Check the stator pad for ease of rotation, clean with alcohol if dirty.
3. Wipe the channel of the stator, air jets, and brake pin with isopropyl alcohol

**Semi-Annual Maintenance: (Performed by contracted company)**

**All records can be obtained from the contracted company.**

1. Verify Speed / Timer
2. Check lid safety interlock
3. Check brushes & drive belts
4. Repair or replace defects

**Monthly Maintenance: (Initial square under the date instead of checking it.)**

1. Check stator pad for wear (a worn pad is smooth & shiny on the upper half of inside surface.)
2. Replace a worn pad.
3. Examine filter element - if red it needs to be replaced (contact BioMed)

**Key for Daily Maintenance:**

√	Everything checked out ok.
F	Failed ( <b>Document Corrective Action Below</b> )
X	Not in use.

Corrective Action Log:	
Date	Action Taken or Explanation of Problem