

TRAINING UPDATE

Lab Location: SGMC & WOMC
Department: Core Lab

Date Distributed: 4/23/2021
Due Date: 5/23/2021

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

**BioFire® FilmArray® Torch Systems Maintenance
SGMC.M1019 v1**

FilmArray Torch Maintenance Record AG.F516.2

Description of change(s):

SOP:

- This a **new** SOP – maintenance steps for this instrument were previously listed as an addendum in each of the BioFire SOPs.
- The contents have been extracted into a separate SOP.
- There is **one change to the maintenance** – the process to archive has been added

LOG:

A space has been added to monthly section to document data archiving

This revised SOP and Log will be implemented on May 1, 2021

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



FilmArray Torch Maintenance Record

- Shady Grove Medical Center
- White Oak Medical Center

Month: _____

Year: _____

Instrument Serial Number: _____

Weekly	Week 1		Week 2		Week 3		Week 4		Week 5	
	Date	Tech Code	Date	Tech Code	Date	Tech Code	Date	Tech Code	Date	Tech Code
Clean loading station (10% bleach for 10 minutes followed by water rinse)										
Clean instrument (10% bleach followed by water wipe)										
Monthly										
Check filters – clean or replace as needed	Date:		Tech Code:							
Archive data	Date:		Tech Code:							

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

Month: _____

Year: _____

Weekly	Week 1		Week 2		Week 3		Week 4		Week 5	
	Date	Tech Code	Date	Tech Code	Date	Tech Code	Date	Tech Code	Date	Tech Code
Clean loading station (10% bleach for 10 minutes followed by water rinse)										
Clean instrument (10% bleach followed by water wipe)										
Monthly										
Check filters – clean or replace as needed	Date:		Tech Code:							
Archive data	Date:		Tech Code:							

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

Non-Technical SOP

Title	BioFire® FilmArray® Torch Systems Maintenance	
Prepared by	Leslie Barrett	Date: 4/21/2021
Owner	Ron Master	Date: 4/21/2021

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

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- 1. PURPOSE**
 This procedure describes the required maintenance for the BioFire® FilmArray® Torch Systems.

 - 2. SCOPE**
 This procedure applies to the BioFire® FilmArray® Torch Systems.

 - 3. RESPONSIBILITY**
 The supervisor is responsible for ensuring compliance with this SOP.

 Core Laboratory personnel are responsible for performing and documenting the tasks at the specified time frames.

 - 4. DEFINITIONS**
 None

5. PROCEDURE

Weekly:

1. Decontaminate Loading Station: soak loading station in 10% bleach 15 min, soak in water twice to remove bleach.
2. Decontaminate Instrument surfaces: wipe instrument surfaces and touch screen with 10% bleach followed by wiping with water to remove bleach. Do not drip bleach or water inside instrument when cleaning surfaces.

Monthly:

1. Check filters: clean or replace as needed
2. Shut down and reboot system: Turn off the power switch on the Torch instrument by first pressing the button switch on the back, right panel. Wait until the screen turns off (black). Then turn off the instrument toggle switch on back, left panel. Wait at least 1 minute before turning the instrument on with the toggle switch on back, left panel.
3. Archive the previous months data to a USB drive.
 - a. Insert a removable drive(s) into an available USB port on the front of the System Base.
 - b. Navigate to the Settings menu from the toolbar.
 - c. Select Archive.
 - d. Select Archive Runs to display a calendar.
 - e. Select a date parameter on the calendar. This parameter means that all runs on or before that date will be archived.
 - f. If more than 100 runs are selected, archived runs are sorted into files containing 100 runs each.
 - g. Select Next to choose the location and filename for the archived runs.
 - h. Select Yes to launch the archiving process. The date and time of the start will be recorded in the Archive Log. The archive process executes in the background and the status of the archive is seen in the status message on the Archive Log page. The operator may navigate to the Dashboard to perform other tasks.

Documentation: Record completion of each task on the maintenance form.

6. RELATED DOCUMENTS

FilmArray Torch Maintenance Record (AG.F516)

7. REFERENCES

FilmArray® Torch Specification Sheet, HTFA-PRT-0058-01, QS-339B-01

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

None