

GALILEO ECHO – STARTUP AND SHUTDOWN

- St. Joseph Medical Center Tacoma, WA St. Clare Hospital Lakewood, WA St. Elizabeth Hospital Enumclaw, WA
 St. Francis Hospital Federal Way, WA St. Anthony Hospital Gig Harbor, WA Highline Medical Center Burien, WA PSC

PURPOSE

To provide instructions for starting up and shutting down the Galileo Echo

RELATED DOCUMENTS

- J-W-TS0655 Galileo Echo Weekly Maintenance
J-W-TS0656 Galileo Echo Monthly Maintenance

EQUIPMENT/SUPPLIES

Galileo Echo

STEPS

Start up the Galileo Echo:

1. Plug Galileo Echo AC power into UPS if this has not been done.
2. Power up the Galileo Echo by turning on the power supply unit.
3. Press the power switch on the front panel of the PC.
4. Allow enough time for the computer to start up and the Galileo Echo program to load.

Shut down the Galileo Echo – to be done only when taking the instrument out of routine use

1. Remove all samples from the loading bay and store them according to standard laboratory practices.
2. Remove all reagents from the loading bay and store them according to relevant reagent package inserts.
3. Shutdown the computer via the **Shut down** sub-menu item under the **File** item of the **pull-down menu**.
4. Power down the Galileo Echo by turning off the power supply unit.

PROCEDURE NOTES

1. If the Galileo Echo remains inactive for a short period (such as overnight), remove all samples, reagents, and unused micro-well strips, and store them according to relevant package inserts. Because of the auto-flush feature, a full shutdown does not need to be performed. The autoflush feature is the programmed periodic flushing of the manifold with PBS. It is important that you monitor the PBS volume to ensure that sufficient volume is present for flushing, so that the PBS supply container will not run dry over extended periods of inactivity.

2. Perform a system shutdown if taking the Galileo Echo out of routine use. Flush instrument and Purge instrument incorporates flushing of pumps, manifold, and tubing with deionized or distilled water, followed by air, to prevent potential salt crystallization build up and blockages.
3. Complete shut down of the Galileo Echo computer is incorporated into weekly maintenance to prevent potential long-term memory leakage.

Note: Memory leakage refers to a state where a computer program consumes memory but is unable to release it back to the operating system. A memory leak can diminish the performance of the computer by reducing the amount of available memory. In the worst case, too much of the available memory may become allocated and all or part of the system or device stops working correctly, the application fails, or the system slows down unacceptably.

REFERENCES

Galileo Echo Operator Manual, ECO-001-100, 2007. Immucor, Inc., Norcross, GA.

Clinical Laboratory Technical Procedure Manuals; Approved Guidelines – Fourth Edition. NCCLS document GP2-A4, 200). Wayne, PA

DOCUMENT APPROVAL Purpose of Document / Reason for Change:

1. Removed instructions to perform the following tasks, as these are not necessary each time the instrument is shut down. They are found in preventive maintenance documents.
 - Decontaminate instrument
 - Flush instrument
 - Purge instrument
2. Placed document into updated document control format.

No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.

Committee Approval Date	<input type="checkbox"/> Date: <input checked="" type="checkbox"/> N/A – revision of department-specific document which is used at only one facility	Medical Director Approval (Electronic Signature)	 2/24/14
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