

GALILEO ECHO – WEEKLY MAINTENANCE

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

This procedure provides instructions for performing weekly maintenance, including instrument and computer shutdown; archiving and deleting results from the database; and replacement of the residual wash check strips.

RELATED DOCUMENTS

J-W-TS0654 Galileo Echo – Daily Maintenance
J-W-TS0656 Galileo Echo – Monthly Maintenance
J-W-TS0657 Galileo Echo – Periodic Maintenance
J-W-TS0649 Galileo Echo – Startup and Shutdown

EQUIPMENT/SUPPLIES

Galileo Echo
CD-R, DVD+R or DVD-R disk.
Pair of Ready-R® Ready-Screen® (3) Strips

STEPS

Instrument and Computer Shutdown and Startup

1. Shutdown the computer via the **Shut down sub-menu item** under the **File** item of the pull-down menu
2. Power down the Galileo Echo by turning off the power supply unit.
3. Power up the Galileo Echo by turning on the power supply unit
4. Press the power switch on the front panel of the PC.
5. Allow enough time for the computer to start up and the Galileo Echo program to load.

Archiving and Deleting Results from the Database

1. **Important:** When batch numbers on the Echo reach 99,000 (i.e., $\geq 100,000$) they can be neither copied to the CD/DVD during archiving or deleted from the C:/ drive of the Echo. No error message will be generated when this occurs. Just before reaching the 99,999th batch, Immucor Technical Service should be contacted. They will reset the Echo batch number to "1", thus avoiding the loss of data during the weekly archive process.
2. This task can only be performed when the instrument is not running any tests. If it is attempted, a warning message will appear which states; "Cannot perform file management now. Tests are currently running. Please wait until all running tests are completed."

2. Insert the CD-R, DVD+R or DVD-R disk into the PC drive.
3. Press the **File Management** button on the **Tool Bar**.
4. Select the necessary batches under the **Results** tab of the **File management** window.
5. Select both **Copy files** and **Delete files** under the **Actions** options of the **Results** tab.
6. Select the necessary months and years under the **Event logs** tab of the **File management** window
7. Select both **Copy files** and **Delete files** under the **Actions** options of the **Event logs** tab.
8. Press the **Archive** button.
9. Press the **Yes** button on the confirmation dialog to begin archiving, or press the **No** button to edit the selections.
10. After archiving is complete, press the **OK** button on the information dialog.
11. Remove the disk from the PC drive and store it in a secure location under conditions recommended by the disk manufacturer.

Change the Residual Wash Check-Strips


1. Replace the pair of Capture-R® Ready-Screen® (3) strips used that week with a fresh pair of strips (strip code RS3).
2. Use a marker to **X** over the bar code of each strip.

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

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DOCUMENT APPROVAL Purpose of Document / Reason for Change:			
1. Added instructions from Immucor on archiving results from the Echo database when the batch number approaches 100,000.			
2. Placed into updated document control format.			
<input type="checkbox"/> 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