#### Maintenance of the Sysmex XN-3100 Hematology Analyzer

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| Background | This procedure describes how to perform scheduled maintenance tasks for the Sysmex XN-3100 Hematology Analyzer |

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| Policy | * Daily maintenance is performed once a day * Night shift staff assigned to perform * daily maintenance on XN-A analyzer * weekly reboot of the XN IPU * Evening shift staff assigned to perform * daily maintenance on XN-B analyzer |

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| Supplies | * CellClean Auto * Store at RT * Stable until manufacturer’s expiration date * Single use only |

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| Procedure A | Follow the steps below to perform the daily clean on a single analyzer   |  |  | | --- | --- | | Step | Action | | 1 | Make sure the analyzer and the sampler are in the Ready state | | 2 | Click the analyzer menu button on the control menu | | 3 | Click Maintenance | | 4 | Click Cleaning. The tube holder will slide out | | 5 | Place a tube of CELLCLEAN AUTO into the front position of the tube holder | | 6 | Press the blue analyzer start switch | | 7 | Cleaning will take approximately 20 minutes and will conclude with a Background Check. The analyzer then returns to the Ready status in manual mode | | 8 | Remove the empty tube of CELLCLEAN AUTO and discard. | | 9 | Document maintenance task on the designated analyzer’s maintenance log | |

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Maintenance of the Sysmex XN-3100 Hematology Analyzer, Continued

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| Procedure BIPU reboot | Follow the steps below to perform the weekly IPU reboot   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Step | Action | | | | | 1 | Power off IPU   * Make sure all sample racks have completed their run and system is at Ready status * Click Exit IPU on the menu screen of the XN software * Click Yes to confirm to exit the XN software * From the windows desktop, select Shutdown from the Start menu to turn off the XN IPU and connected XN analyzers | | | | | 2 | Start Up IPU   * After 30 seconds, press the power button on the IPU to turn the IPU back on * After Start up, check the background values for acceptability | | | | |  |  | | | | |  | **If** | **Then** |  | | Background passes | * OK to use for patient testing | | Background does not pass | * Troubleshoot and resolve background check failure before proceeding | |  | | | | | 3 | Document maintenance task on the designated analyzer’s maintenance log | | | | |

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Maintenance of the Sysmex XN-3100 Hematology Analyzer, Continued

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| As neededAuto Rinse | Follow the steps below to perform the Auto rinse when needed and to generate post rinse background check   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Step | Action | | | | | 1 | Click the analyzer menu button on the control menu | | | | | 2 | Click Auto Rinse | | | | | 3 | * Once complete, background check begins * Check background limits for acceptability | | | | |  |  | | | | |  | **If** | **Then** |  | | Background passes | * OK to use for patient testing | | Background does not pass | * Troubleshoot and resolve background check failure before proceeding | |  | | | | |

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| Background limits | |  |  | | --- | --- | | Parameter | Acceptable Value | | WBC-N | ≤ 0.10 K/uL | | WBC-D | ≤ 0.10 K/uL | | RBC | ≤ 0.02 M/uL | | HGB | ≤ 0.1 g/dl | | PLT-I | ≤ 10 K/uL | | PLT-O | ≤ 10 K/uL | | PLT-F | ≤ 3 K/uL | |

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| Related Documents | * Form A: Sysmex XN maintenance log |

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| References | * Sysmex XN 3100 Operator’s manual, March 2017 |

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