#### 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

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| 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

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| 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
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| 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
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|  | **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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| 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

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| 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
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|  | **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 |

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| 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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