#### Starting up and Shutting down the Sysmex XN 3100 hematology analyzer

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| Background | This procedure describes the steps required for starting up and shutting down the Sysmex XN 3100 hematology analyzer |

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| Supplies and Equipment | * DI water • Cell Clean Auto
* Test tubes • Gauze
* Plastic Squeeze bottles • Sysmex XN series analyzer
* Sysmex XN series reagents
* Sysmex commercial controls
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| Procedure A | Follow the steps below to perform the daily start up procedure:

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| Step | Action |
| 1 | Perform visual inspection of analyzer* Remove items that may interfere with operations
* Gather and relocate empty racks to designated storage or loading area
 |
| 2 | Verify network and host connections are properly working |
| 4 | Verify sufficient reagent is on board |
| 5 | Verify Sysmex XN series analyzer are powered on to ensure required self checks are complete |
| 6 | Analyze commercial control material |

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| Procedure B | Follow the steps below to perform the daily shutdown procedure:

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| Step | Action |
| 1 | Perform daily cleaning of Sysmex XN series analyzer(s) using Cell Clean Auto * refer to Sysmex XN maintenance procedure for detailed instructions
 |
| 2 | Document performance of daily cleaning on designated maintenance log  |

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| Procedure C | Follow the steps below to perform the weekly shutdown of the Sysmex XN IPU

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| Step | Action |
| 1 | Perform weekly shutdown ( reboot) of the Sysmex XN IPU* refer to Sysmex XN maintenance procedure for detailed instructions
 |
| 2 | Document performance of weekly IPU shutdwon on designated maintenance log |

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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 | * Maintaining the Sysmex XN series analyzer
* Maintaining the Sysmex SP-50 slide maker stainer
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| References | * Sysmex XN 3100 Operator’s manual, March 2017
* Sysmex SP-50 slide maker stainer Operator’s manual, Sept 2017
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