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Owner: *Debbie Hayes: Lab Quality Program Manager*
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Applicability: *Sac Sierra Region*

Maintaining the Vista 1500 Analyzer, EQ.NON02.12-/-SS.xx

Purpose

This procedure will provide basic instructions for daily, weekly, monthly and unscheduled maintenance of the Dimension Vista 1500 analyzer

Policy

The scheduled maintenance procedures will be performed routinely by the designated shift and as needed for troubleshooting problems that occur

Instrument Maintenance

- Clean all spills immediately.
- Routinely clean the outside surfaces of the entire instrument with a cloth dampened with 10% bleach. Do Not use bleach on other parts of the instrument.
- Use the iGuide for detailed instructions for specific procedures.
- Always place instrument in "Pause" prior to opening the lid

Daily Maintenance

To be performed 1 hour prior to Off-Peak Activity by nite shift

Step	Action
1.	Load all reagents showing as yellow or red in the Needs area.
2.	Load all QC showing in yellow or red the Needs area. <ul style="list-style-type: none"> • Verify lot number before loading. • Refer to chart for volumes of each type of QC. Volume must be exact as the instrument does not level sense but uses the assigned volumes.
3.	Load solutions showing yellow or red in the Needs area.
4.	Load all calibrators showing yellow or red in the Needs area. <ul style="list-style-type: none"> • Verify lot number before loading. • If new lot the data must be entered using the IFU (refer to iGuide). The programmed

Step	Action
	calibration must be cancelled and calibration must be reordered on the new lot. (refer to calibration procedure)
5.	Unload all vial carriers that contain all "red" vials. Refer to iGuide for directions

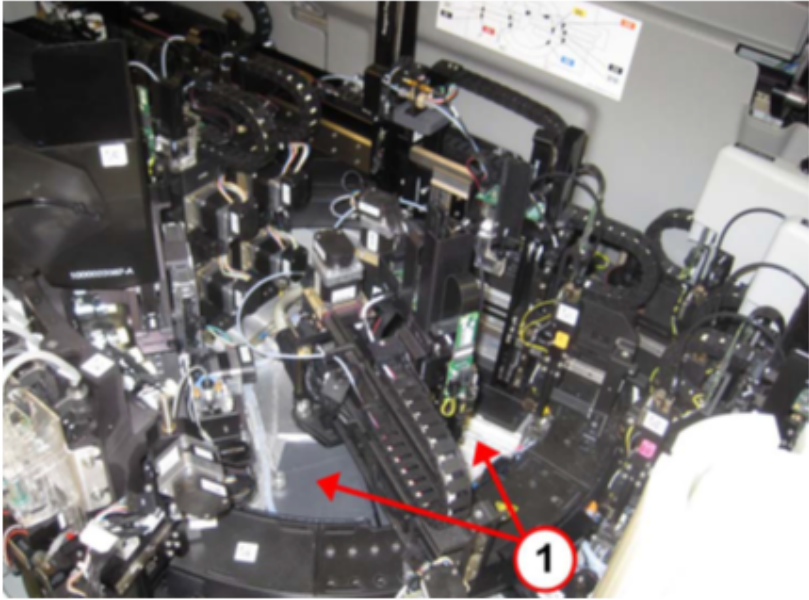
To be performed in AM

Step	Action
1.	Select System from the first tier menu then Daily Log from the second tier.
2.	Select Daily Setup Log from the third tier menu.
3.	As each item is completed click on the X in the complete column and a ✓ appears along with the date and user that performed the task.
4.	Run Probe Test. This is run as part of the "Off Peak" Activity and does not need to be performed except as part of troubleshooting.
5.	Check Temperature/Humidity. Click on the "Temperature" box on the Tier 3 menu and review the temperature report for any outliers.
6.	Clean Sample Area/Inspect Sample Rack. Wipe down the sample area with damp gauze. DO NOT use bleach, detergents or alcohol as they will corrode the parts.
7.	Empty Waste. Empty both Waste A and Waste B (wipe liner with wet paper towel)
8.	Replenish supplies. Most supplies will be replenished prior to the off-peak activity. Address any red or yellow alerts in the system status bar. Do NOT load reagents that are in yellow as they should last until the next loading for "Off Peak" activity.

Weekly Maintenance

To be performed by day shift by Tues on Vista A and Wed on Vista B

Step	Action
1.	Select SYSTEM from the first tier menu then Daily Log from the second tier.
2.	Select Weekly Maintenance Log from the third tier menu.
3.	As each item is completed click on the X in the complete column and a ✓ appears along with the date and user that performed the task.
4.	Select Operation from the Navigation Icons then select Pause . Wait until the instrument status appears as System Paused
5.	Clean reagent residue from Base Plate Refer to iGuide for instruction

Step	Action
	
6.	Inspect IMT Module Sample Port for salt crystals Refer to iGuide for instruction
7.	Clean Sample/Reagent drains: Using a drain brush clean both ports of the Aliquot, IMT, Sample 3, Reagent Prep and all Reagent Drains: <ul style="list-style-type: none"> • To access the IMT drain, pull the rectangular latch on each side of the aliquot plate holder to release the aliquot plate cover. Remove and set aside. • To access the specific sample probes, push the front of the LOCI® vessel holder towards the inside of the instrument. • Once all drains are cleaned, reinstall the aliquot plate cover, lower The LOCI® vessel holder. • Close lids and press FINISH
8.	Discard and replace red waste container liners

Monthly Maintenance

To be performed the first Tuesday of the month on Vista A and first Wednesday of the month on Vista B

Step	Action
1.	Select SYSTEM from the first tier menu then Daily Log from the second tier.
2.	Select Monthly Maintenance Log from the third tier menu.
3.	<i>The instructions will have you "Pause" before a procedure and then restart the instrument. Do not skip this between each step as the instrument needs to adjust the parts between each procedure.</i>
4.	As each item is completed, click on the X in the complete column and a √ appears along with the date and user that performed the task.
5.	Replace air filters. Rinse dirty ones with water and let dry for use next month. Refer to iGuide for placement of filters
6.	Clean Aliquot waste chute Refer to iGuide for directions on cleaning

Step	Action
7.	Inspect peristaltic tubing for flat spots and replace if needed Refer to iGuide for instructions
8.	Clean Flex inserts Refer to iGuide for instructions
9.	Clean Aliquot probe tip Refer to iGuide for instructions

Unscheduled Maintenance

For situations that occur the error can be accessed and will give instructions on what needs to be addressed. Refer to the iGuide or Vista Users Guide for information on how to proceed. If these tools do not help, call the Siemens help line for assistance. They are able to dial in, view the screens and move parts as well as give you directions on steps to take to resolve the problem.

Reference

Dimension Vista System Operator's Guide, Siemens Diagnostics, January 2012

All revision dates:

12/10/2012

Attachments:



Image 01

Approval Signatures

Step Description	Approver	Date
	Debbie Hayes: Lab Quality Program Manager	9/18/2018

Applicability

Sac Sierra Region, Sutter Amador Hospital, Sutter Auburn Faith Hospital, Sutter Davis Hospital, Sutter Medical Center Sacramento, Sutter Medical Foundation, Sutter Roseville Medical Center, Sutter Solano Medical Center