	tus: Pe	nding				PolicyStat ID: 83		
					Origination:	N/A		
					Effective:	Upon Approval		
					Final Approved:	N/A		
			1		Last Revised:	N/A		
	uπe	er H	lealth		Next Review:	2 years after approval		
, Si	utter	Ro	seville Medical	Center	Owner:	Irene Wittkop: Coord,		
						Transfusion Service		
					Policy Area:	Lab - Transfusion Service		
					References:			
					Applicability:	Sutter Roseville Medical Center		
			Performing	g Echo Mor	nthly Main	tenance		
Purpose:	This p	roced	ure provides instructions of	on monthly maintenance,	including decontamina	ation, wiping down the probe block,		
	cleanii	ng the	wash manifold, washer re	esidual volume test and w	vasher dispense accur	acy test.		
Policy:	• Th	his pro	ocedure is required to be p	performed at least every 3	31 days.			
	• Th	his pro	ocedure will be performed	before relocating the inst	rument.			
	• M	lajor r	elocation of the instrumen	t is only done by Immuco	r technical service.			
	• D	econt	amination must always be	followed by, Flush, Purg	e and Prime in that oro	ler		
	• W	/iping	down the probe block can	be completed before or a	after the Decontaminat	tion procedure.		
	• Th	he Wa	ash Manifold should be cle	aned while the Probe blo	ck is being decontamin	nated.		
Reagents.	&							
Supplies								
			Equipment	Reagents		Supplies		
			Echo analyzer	• Two(2) Capture R o	r RS3 strips (expired	Absorbent wiping material		
			Electronic balance	OK)		De-ionized or distilled		
			Electronic	Electronic • Four(4) RS3 strips (expired OK) water				
			calculator			RelyOn Disinfectant		
						Cleaner		
						Warm tap water		
						Warm tap water		
Procedure	ə:	Mon	thly maintenance takes ab	bout 1 to 1 ½ hours to con	nplete.	Warm tap water		
Procedure Decontami	e: ination	Mon An a	thly maintenance takes ab lert message is displayed	out 1 to 1 ½ hours to con on the bottom of the scre	nplete. en signifying that the b	Warm tap water puffer container is low during		
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StepAction1.Empty the remaining cleaning solution out of the PBS supply bottle.2.Thoroughly rinse all internal surfaces of the PBS bottle with DI water ensuring that all surfaces have been rinsed. Discard DI rinse water.3.Refill PBS Supply bottle with at least 1 liter of fresh de-ionized or distilled water.4.Connect the PBS supply bottle to the Galileo Echo. Note: Make sure that the tubing inside of the PBS supply bottle is fully extended to the bottom of the bottle and not hooked on the inside shelf.5.Empty and reinstall the Waste container. Note: if entire Decontamination procedure is being performed, emptying waste can be done after prime has been completed.7.9 ress the Start button of the Run tab to begin the procedure.Procedure PurgeConnect the empty PBS supply bottle to the Galileo Echo1.Empty the remaining de-ionized or distilled water out of the PBS supply bottle.2.Connect the empty PBS supply bottle is being performed, emptying waste can be done after prime has been completed.7.Procedure window.7.Procedure is being performed, emptying waste can be done after prime has been completed.8.Empty the remaining de-ionized or distilled water out of the PBS supply bottle.9.Connect the empty PBS supply bottle to the Galileo Echo9.Empty and reinstall the Waste container. Note: if entire Decontamination procedure is being performed, emptying waste can be done after prime has been completed.9.Select Purge instrument maintenance task from the drop-down list on the Run tab of the Maintenance window.9.Select Purge instrument maintenance task from the	nd						
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5. Press the Start button of the Run tab to begin the procedure.							
Procedure: Prime							
Step Action							
1. Rinse PBS supply bottle with small amount of saline. Discard rinse.							
2. Add 1 liter of fresh PBS to the PBS supply bottle. Note: Make sure that the tubing inside of the PBS supply bottle is fully extended to the bottom of the bottle a not hooked on the inside shelf.	nd						
3. Connect the PBS supply bottle to the Galileo Echo.							
4. Select Prime instrument maintenance task from the drop-down list on the Run tab of the Maintenance window.							
5. Press the Start button of the Run tab to begin the procedure.							
6. Empty and reinstall the waste container. Use waste shuttle if applicable.							
7. Initialize the analyzer.If Fluidics error is encountered, prime analyzer 2 times and repeat initialization.							
8. Enter operator initials/code and date performed on decontamination line of Echo Maintenance Record form.							
Procedure: This can be done before or after Decontamination process. In order to minimize down time, the Wash manifold shows be cleaned while the Probe block is being decontaminated wind down the probe block Probe block	uld						
Step Action							
1. Power down the instrument and the computer.							
1. Power down the instrument and the computer. 2. Remove the shroud.							

		lf:	Then:				
		Absent	Proceed to next s	step			
		Present	 Use screwdr Slide shield Wipe down p Slide shield 	iver to remove 2 screws attaching grey shield to probe block down probe and set it aside probe and base of block with DI water to remove salt residue up probe and reinsert screws			
	4.	Apply the F material an	RelyOn solution set d wipe grey shield	t aside in Step 3 of the Decontamination procedure to the absorbent wiping at base of probe.			
	5.	Allow the R	elyOn to remain o	n the probe block for 10 minutes.			
	6.	 While the RelyOn is working, perform the following housekeeping items: Replace priming strips with 2 Capture strips (expired strips may be used but bar codes must be reated the Check Wash Overflow Trough for spills. Wipe with warm water to clean as required. Wipe mirrors gently with damp Kim Wipe or Lens Paper as needed, if dust is present. Clean splashes or dust bunnies in lower cabinet with damp Kim Wipe or Lens Paper as needed. 					
	7.	At the end of 10 minutes, wipe the probe block with distilled or de-ionized water. Note: The RelyOn is corrosive so do not leave it on the block for an extended period of time before rinsir					
	8.	Replace the	e shroud	,			
	9.	Power up t	he instrument and	the computer.			
	10.	Initialize the	e analyzer.				
	11.	Enter opera	ator initials/code ar n	nd date performed on Wipe down of Splash guard line of Echo Maintenance			
Procedure: Clean Wash Manifold							
	Step	Action					
	1.	Loosen a	and remove the scr	rew in the center of the front of the manifold with the flathead screw driver.			
	2.	Disconne Note: Be remove t	ect the luer locks of sure to leave the o he bumpers from t	n the end of the manifold and remove the tubing. connectors inside the wash manifold and make sure that they are tight. Do not he body of the manifold.			
	3.	Use the stylus located in the clear plastic cylinder gripped by a clip located in the upper back right corner of the inside of the main instrument, to clean out the metal aspirating and dispensing probes.					
	4.	Soak the manifold in warm tap water for 15-20 minutes.					
	5.	After soaking, flush the manifold with warm tap water by pushing it through the luer using a syringe.					
	6.	Slide the	Slide the manifold back into the groove and secure it with the flathead screwdriver				
	7.	Reconnect the male and female tube endings matching them to their respective luer lock.					
	8.	Perform initialization.If Fluidics error is encountered, prime washer and repeat initialization.					
	9.	Perform the Washer basic test.					
	10.	If:		Then:			
		Washer passes	basic test	Proceed to Washer residual volume and Washer Accuracy Dispense Test			
		Washer	basic test fails	Prime instrument and repeatIf unresolved, call technical service			
	11.	Enter ope	erator initials/code	and date performed on Wash Manifold line of Echo Maintenance Record form			
Procedure: Washer Residual Volume Test	This Not rea	s test should e: Residual ctions.	d be performed in t volumes that exce	andem with the Washer dispense accuracy test and acceptable range may result in false negative antibody screen and ABID			

	Step	Action				
	1.	Record the serial number of the electronic balance, your initials, date of this task performance, facility name, and instrument serial number on the Washer residual volume test maintenance record.				
	2.	Select Washer residual volume test from the drop-down list on the Run tab of the Maintenance window.				
	3.	Weigh two (2) RS3 Capture strips and record the weight on the Washer residual volume test maintenance record.				
	 Place the two (2) strips into a strip holder and then place the holder in position 1 of a strip tray. Load the strip tray into strip tray position 1 of the strip tray loading bay. 					
	6	Press the Start button on the Run tab to start the task.				
	7. Reweigh the two (2) strips when the test is complete and record the weight on the Washer residual volume test maintenance record.					
	8.	Using the electronic calculator, s and record that value on the Wa	subtract the weight obtained in step c from the weight obtained in step g sher residual volume test maintenance record.			
	9.	Interpret the acceptability of the conclusion on the Washer resid	resulting value based on the acceptable range and record this unlike the test maintenance record.			
		lf:	Then:			
		Weight is within 0.06g and 0.16 g	Task has been successfully completed			
		Weight is not within 0.06g and 0.16g	 Analyzer is not acceptable for use until problem is resolved Failures may be due to problems with Washer manifold or washer tubing. 			
			Contact technical service as needed to resolve problem			
		Enter operator initials/code and date performed Washer residual volume test line of Echo Maintenance Record form				
P rocedure: Vasher	10. This t	Enter operator initials/code and o Record form rest should be performed in tande	date performed Washer residual volume test line of Echo Maintenance or with the Washer Residual Volume test			
rocedure: lasher ispense ccuracy Test	This t	Enter operator initials/code and o Record form lest should be performed in tande	date performed Washer residual volume test line of Echo Maintenance			
rocedure: /asher ispense ccuracy Test	10. This 1 Step 1.	Action Record the serial number of the name, and instrument serial nu	date performed Washer residual volume test line of Echo Maintenance em with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility under on the Washer dispense accuracy test maintenance record			
rocedure: /asher ispense ccuracy Test	10. This 1 Step 1. 2.	Action Record the serial number of the name, and instrument serial nu Select Washer dispense accu window	date performed Washer residual volume test line of Echo Maintenance em with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility umber on the Washer dispense accuracy test maintenance record. uracy test from the drop-down list on the Run tab of the Maintenance			
rocedure: /asher ispense ccuracy Test	10. This 1 Step 1. 2. 3.	Action Record the serial number of the name, and instrument serial nu Select Washer dispense accu window. Weigh two (2) RS3 Capture str maintenance record.	date performed Washer residual volume test line of Echo Maintenance em with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility umber on the Washer dispense accuracy test maintenance record. Uracy test from the drop-down list on the Run tab of the Maintenance rips and record the weight on the Washer dispense accuracy test			
ocedure: asher spense curacy Test	10. This 1 Step 1. 2. 3. 4.	Enter operator initials/code and of Record form est should be performed in tande Action Record the serial number of the name, and instrument serial nu Select Washer dispense accuwindow. Weigh two (2) RS3 Capture str maintenance record. Place the two (2) strips into a stript series	date performed Washer residual volume test line of Echo Maintenance em with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility umber on the Washer dispense accuracy test maintenance record. uracy test from the drop-down list on the Run tab of the Maintenance rips and record the weight on the Washer dispense accuracy test strip holder and then place the holder in position 1 of a strip tray.			
ocedure: asher spense curacy Test	 10. This 1 Step 1. 2. 3. 4. 5. 	Action Action Record the serial number of the name, and instrument ser	date performed Washer residual volume test line of Echo Maintenance em with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility umber on the Washer dispense accuracy test maintenance record. Uracy test from the drop-down list on the Run tab of the Maintenance rips and record the weight on the Washer dispense accuracy test strip holder and then place the holder in position 1 of a strip tray. y position 1 of the strip tray loading bay.			
rocedure: asher spense ccuracy Test	10. This 1 Step 1. 2. 3. 4. 5. 6.	Action Record the serial number of the name, and instrument serial nu Select Washer dispense accu window. Weigh two (2) RS3 Capture str maintenance record. Place the two (2) strips into a s Load the strip tray into strip tray Press the Start button on the F	date performed Washer residual volume test line of Echo Maintenance of m with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility umber on the Washer dispense accuracy test maintenance record. Arracy test from the drop-down list on the Run tab of the Maintenance rips and record the weight on the Washer dispense accuracy test strip holder and then place the holder in position 1 of a strip tray. y position 1 of the strip tray loading bay. Run tab to start the task.			
rocedure: Vasher Dispense .ccuracy Test	10. This 1 Step 1. 2. 3. 4. 5. 6. 7.	Action Action Record the serial number of the name, and instrument serial nu Select Washer dispense accu window. Weigh two (2) RS3 Capture str maintenance record. Place the two (2) strips into a s Load the strip tray into strip tra: Press the Start button on the F Reweigh the two (2) strips whe accuracy test maintenance re	date performed Washer residual volume test line of Echo Maintenance em with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility umber on the Washer dispense accuracy test maintenance record. uracy test from the drop-down list on the Run tab of the Maintenance rips and record the weight on the Washer dispense accuracy test strip holder and then place the holder in position 1 of a strip tray. y position 1 of the strip tray loading bay. Run tab to start the task. en the test is complete and record the weight on the Washer dispense cord.			
rocedure: Vasher Dispense ccuracy Test	10. This 1 Step 1. 2. 3. 4. 5. 6. 7. 8.	Action Record the serial number of the name, and instrument serial number of the two (2) strips into a set Load the strip tray into strip tray Place the two (2) strips into a set Load the strip tray into strip tray Press the Start button on the F Reweigh the two (2) strips whe accuracy test maintenance re Using the electronic calculator, and record that value on the W	date performed Washer residual volume test line of Echo Maintenance orm with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility umber on the Washer dispense accuracy test maintenance record. Arracy test from the drop-down list on the Run tab of the Maintenance rips and record the weight on the Washer dispense accuracy test etrip holder and then place the holder in position 1 of a strip tray. Arracy test is complete and record the weight on the Washer dispense cord. Is subtract the weight obtained in step c from the weight obtained in step of asher dispense accuracy test maintenance record.			
rocedure: /asher ispense ccuracy Test	10. This 1 Step 1. 2. 3. 4. 5. 6. 7. 8. 9.	Action Action Record the serial number of the name, and instrument serial nu Select Washer dispense accu window. Weigh two (2) RS3 Capture str maintenance record. Place the two (2) strips into a s Load the strip tray into strip tra: Press the Start button on the F Reweigh the two (2) strips whe accuracy test maintenance re Using the electronic calculator, and record that value on the W Interpret the acceptability of the conclusion on the Washer disp	date performed Washer residual volume test line of Echo Maintenance orm with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility imber on the Washer dispense accuracy test maintenance record. Uracy test from the drop-down list on the Run tab of the Maintenance ips and record the weight on the Washer dispense accuracy test strip holder and then place the holder in position 1 of a strip tray. y position 1 of the strip tray loading bay. Run tab to start the task. en the test is complete and record the weight on the Washer dispense cord. subtract the weight obtained in step c from the weight obtained in step g Vasher dispense accuracy test maintenance record. e resulting value based on the acceptable range and record this pense accuracy test maintenance record.			
rocedure: asher spense ccuracy Test	10. This 1 Step 1. 2. 3. 4. 5. 6. 7. 8. 9.	Action Record the serial number of the name, and instrument serial number of the two (2) strips into a set Load the strip tray into strip tray Place the two (2) strips into a set Load the strip tray into strip tray Press the Start button on the F Reweigh the two (2) strips whe accuracy test maintenance record. Using the electronic calculator, and record that value on the W Interpret the acceptability of the conclusion on the Washer disp If:	date performed Washer residual volume test line of Echo Maintenance am with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility imber on the Washer dispense accuracy test maintenance record. aracy test from the drop-down list on the Run tab of the Maintenance rips and record the weight on the Washer dispense accuracy test strip holder and then place the holder in position 1 of a strip tray. y position 1 of the strip tray loading bay. Run tab to start the task. an the test is complete and record the weight on the Washer dispense cord. subtract the weight obtained in step c from the weight obtained in step g rasher dispense accuracy test maintenance record. e resulting value based on the acceptable range and record this pense accuracy test maintenance record. Then:			
Procedure: Washer Dispense Accuracy Test	10. This 1 Step 1. 2. 3. 4. 5. 6. 7. 8. 9.	Enter operator initials/code and of Record form est should be performed in tande Action Record the serial number of the name, and instrument serial number of the series the strip tray into strip tray into a set Load the strip tray into strip tray in	date performed Washer residual volume test line of Echo Maintenance im with the Washer Residual Volume test e electronic balance, your initials, date of this task performance, facility imber on the Washer dispense accuracy test maintenance record. arracy test from the drop-down list on the Run tab of the Maintenance rips and record the weight on the Washer dispense accuracy test strip holder and then place the holder in position 1 of a strip tray. y position 1 of the strip tray loading bay. Run tab to start the task. en the test is complete and record the weight on the Washer dispense cord. subtract the weight obtained in step c from the weight obtained in step c fasher dispense accuracy test maintenance record. e resulting value based on the acceptable range and record this pense accuracy test maintenance record. Then: 28 g Task has been successfully completed			

				or washer tubing. Contact technical service as needed to resolve problem 	
	10.	Enter operato Maintenance	r initials/code and date p Record form	performed on Washer dispense accuracy test line of Echo	
Related Documents:			Shutting Down and	d Starting Up the Echo Analyze	
Reference: • Immucor, Inc. Galileo Echo Ope			Galileo Echo Operator M	anual. ECO-001-200 Norcross, GA	

All revision dates:

Attachments

Echo 2.0 Mainenance Record

Echo Washer Residual Volume and Washer Dispense Accuracy Record.pdf

Approval Signatures

Step Description	Approver	Date	
Laboratory Director	Lindsey Westerbeck: Dir, Lab	pending	

