**Purpose:**

To assure that the liquid reagents use for testing on the TANGO are loaded properly.

**Limitations And Precautions:**

* Do not load reagents while loading plates or samples as only one Loading window can be displayed at the same time.
* Samples and reagents derived from human or animal blood are potentially biohazardous and/or infectious. Use appropriate PPE when handling such materials.
* Insert new cell mixers in newly opened red cell reagents.
* Storage of liquid reagents are at 2-8 oC until reagent expiration or at the designated shelf life on the instrument.
* Do not use expired reagents or reagents that have exceeded their on board shelf life.
* Reagents having different ages (expiration date or time after opening) must not be combined and then used.
* Dispose of expired or damaged reagents in a designated biohazard waste container.

**Procedure:**

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| --- | --- | --- |
| **Step** | **Action** | **Related Documents**  |
| **A.** | For all ready to use reagents, remove the caps/droppers from the vials. |  |
| **B.** | Prepare the working Bromelin solution according to Bromelin Preparation SOP. | BromelinPreparation |
| **C.** | Reagent Red Cells |  |
| 1. | Mix cells to re-suspend. This may be done by inversion prior to opening the vial or by using a clean pipette to mix the contents. |  |
| 2. | Write the open date and time on the label of each reagent. |  |
| 3. | Insert a plastic cell mixer into each vial of cells. Press down firmly to ensure that the cell mixer is seated in the vial. |  |
| 4. | After re-suspension and insertion of the cell mixer, place the vials into racks for the cooled reagent area. Ensure the barcode on the vial is visible through the opening in the side of the rack. Red cells should be placed on the TANGO immediately. Follow section E below.* If the vials sit prior to being placed on the TANGO, they must be re-suspended again with a clean pipette.
 |  |
| 5. | The cells can be stored on the TANGO for seven (7) days or until labeled expiration, whichever date is shorter. |  |
| **D.** | MLB2, Anti-Human Globulin and Bromelin |  |
| 1. | No special preparation is required for these reagents. |  |
| 2. | Write the open date and time on the label of the reagent. |  |
| 3. | Remove the cap or dropper, remove any foam or bubbles and place in the racks so that the barcode on the vial is visible through the opening in the side of the rack. |  |
| 4. | Place the MLB2 and Anti-human Globulin in one rack and the working Bromelin solution in another. |  |
| 5. | The MLB2 and Anti-human Globulin are good on the TANGO for seven (days) or until expiration, whichever is shorter. Using one rack for these two reagents will allow tracking of on-board shelf life. |  |
| 6. | The working Bromelin solution must be replaced every 24 hours. |  |
| 7. | Load the reagents on to the TANGO following section E below. |  |
| **E.** | Load the reagents |  |
| 1. | Open the reagent loading station door. This opens the ‘Reagent Loading’ window.* DO NOT load reagents while loading plates or samples as only one loading window can be displayed at a time.
* Open the reagent station door briefly when loading cooled reagents to control the temperature in the cooled section.
 |  |
| 2. | While loading reagents, touch the ‘Volume Check’ button to perform a volume check once all reagents have been loaded. |  |
| 3. | The 5 tracks of the reagent station are depicted on the screen in the ‘Reagent Loading’ window. |  |
| 4. | The system indicates the position for the next rack to be inserted by a flashing red LED light. This position will always be the first empty position from the left. |  |
| 5. | Hold the rack by the handle and place it on the track indicated by the flashing LED. |  |
| 6. | Push the rack all the way in to the instrument until the tappet is seated in the back of the reagent area. |  |
| 7. | The rack will be displayed on the screen and the information on the barcode is read and displayed in the text boxes.* Lot No. – 9 digit reagent lot number
* Expiry date – expiration date
* Volume in % - Shows the volume in %. This will automatically be 100% unless volume check is selected in E.2. above. After volume check is completed, this field will be updated.
 |  |
| 8. | If the barcode cannot be read properly or there is no barcode, the information can be manually entered or a hand held scanner can be used. * Touch the ‘Manual Input’ button.
* Enter the information manually or use a hand held scanner.
* If the rack was removed to enter information, re-insert the rack.
* If the rack was not removed, touch the ‘Accept Input’ button to save the information.
 |  |
| 9. | Once all reagents are loaded, close the reagent loading door. |  |
| 10. | If the ‘Volume Check’ button was selected in E.2. above, the TANGO will perform a volume check on all reagents which have not previously had a volume check. |  |
| **F.** | To edit the on-board shelf life |  |
| 1. | Touch the Shelf life (h) button that contains the current on board shelf left. This opens the ‘Shelf Life Correction’ window. |  |
| 2. | Enter the correct shelf life in hours and touch the ‘OK’ button.* ***NOTE:*** *The shelf life that is entered must be a number less than what is currently displayed.*
 | Reagent Shelf Life SOP |

**Referenced Documents:**

 TANGO User Guide, Version 3.0.2