**PURPOSE:**

To assure that all samples to be tested on the TANGO are loaded properly.

**LIMITATIONS AND PRECAUTIONS:**

* Do not load samples while loading reagents or plates as only one loading window can be displayed at the same time.
* Remove sample tube caps prior to loading onto sample racks, failure to do so may result in a pipettor probe crash.
* When loading donor segments that have the small barcode affixed to the test tube, ensure that they are loaded onto sample tracks 6-12 by placing sample racks in track positions 1-5.

**PROCEDURE:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **A.** | Remove sample tube caps. Place the sample tubes in to the rack so that the accession label is visible through the slot in the rack.   * Accession labels must be attached to the sample tubes no lower than 17 mm and no higher than 80 mm from the bottom of the tube. * The accession label should be placed on the tubes so that the lines are horizontal with no more than a 5° slant. |  |
| **B.** | Open the door of the sample station. This opens the ‘Sample Loading’ window. |  |
| **C.** | Hold the sample rack firmly by the handle.   * Do not cover the accession label on the sample rack while loading the rack. |  |
| **D.** | Slide the sample rack onto the track. |  |
| 1. | A flashing red LED indicates the expected track. |  |
| 2. | When the rack has been inserted completely, the red LED lights up permanently.   * If the rack barcode cannot be read correctly, the rack will be displayed as a loaded rack of unknown rack type. * If the rack is not identified, remove the rack and reinsert, ensuring that the barcode is not obscured. |  |
| **E.** | If using barcoded samples, the sample ID and sample type are displayed automatically in the ‘Sample Loading’ window. |  |
| **F.** | If barcode cannot be read properly on the sample or if there is no barcode: |  |
| 1. | Touch the ‘Manual Input’ button. Unread barcode fields change in color from gray to white and can now be edited. |  |
| 2. | Remove the rack. |  |
| 3. | Touch the appropriate field and enter the sample information by either typing in manually or using a hand held scanner. |  |
| 4. | Repeat for all necessary samples. |  |
| 5. | Re-insert the sample rack in the indicated track.  NOTE: If the rack is not removed from the track for manual entry, touch the ‘Accept Input’ button to save the information. |  |
| **G.** | When all samples are entered, close the loading station door. |  |

**Referenced Documents:**

TANGO User Guide, Version 3.0.2