Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instrument Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Daily – day shift** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
| Needle # 3  36.5 - 37.5 °C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Measuring Block  36.5 - 37.5 °C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reagent Drawer  15 – 19 °C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| NERL Water Lot # :  QC OK? (Y/N) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| NERL Water Lot # : **\***  QC OK? (Y/N) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tech Initials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**\*** used only if lot # changes \*\* Verify Needle #3, Measuring Block and Reagent Drawer temperatures are within range, initial to indicate check

|  |  |  |
| --- | --- | --- |
| **Monthly** | **Date** | **Tech Initials** |
| Replace syringe tip and O ring |  |  |
| **Quarterly / As needed** | **Date** | **Tech Initials** |
| Replace air filters |  |  |

Calculation to prepare 0.37% active chlorine decontamination solution: **N = (B / 0.37) – 1**.

**N** = parts of water added to 1 part bleach.

**B** = % active chlorine in bleach used.

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| **Weekly** | **Week 1** | | **Week 2** | | **Week 3** | | **Week 4** | | **Week 5** | |
|  | Date | Tech | Date | Tech | Date | Tech | Date | Tech | Date | Tech |
| Data backup. Clean touch screen. |  |  |  |  |  |  |  |  |  |  |
| Clean washing wells with 0.37% active chlorine decontamination solution for 10 minutes. (See formula on right) |  |  |  |  |  |  |  |  |  |  |
| Clean drawers and measurement  plate – warm H20, wipe dry. |  |  |  |  |  |  |  |  |  |  |
| Clean measurement and incubation wells with 20% ethanol on cotton swab. Remove any debris. |  |  |  |  |  |  |  |  |  |  |
| Clean and inspect suction tip - warm H20. |  |  |  |  |  |  |  |  |  |  |
| Perform needle purge. |  |  |  |  |  |  |  |  |  |  |
| Shut down the analyzer. Clean 2 air filters.  Check liquid level in Peltier reservoir –  fill with Glycol if necessary.  Startup the analyzer. |  |  |  |  |  |  |  |  |  |  |
| Decontaminate stir bars according to Neoplastine Cl package insert. |  |  |  |  |  |  |  |  |  |  |

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| Weekly review: | Weekly review: | Weekly review: |
| Weekly review: | Weekly review: | Monthly review: |