UPMC Hanover

Subject: Microscan Walkaway Workflow	Policy #

PURPOSE/PRINCIPAL:

To provide instructions for processing organisms and providing susceptibilities and identification by the MicroSan WalkAway instrument. All computers in the microbiology department have working LabPro Connect capabilities and all staff are encouraged to utilize this application to resolve exceptions, reorder, delete and store culture isolates as they are working on the benches.

PROCEDURE:

1. Weekly duties:
    A. Close all applications and Restart the computer using the "START" button in the left lower corner of the screen. Username is "LabAdmin" and password is Microbiology!3. Note: When doing the weekly LabPro restart, exit LabPro on the instrument.
    B. Use the "Database Optimizer" icon on the desktop to optimize.

- **Open WalkAway monitor by clicking on the WalkAway Monitor icon on the LabPro taskbar.**
- **Open the Interface by clicking on the Interface icon on the taskbar.**
- **Print**
    1. Exception Report
    2. QC Diagnostic Report
    3. Panel Alert Report (will print only for patients)
- **Remove completed panels and exceptions (panels represented by green and red bars)**
- **Resolve exceptions (panels represented by red bars)**

With LabPro Connect loaded on all department computers, staff are encouraged to resolve/reorder and complete outstanding exceptions at their bench.

1. Click the Exceptions Status Tab to identify and resolve any exceptions.
    A. **To edit panel data, review alert messages and comments or save the panel results:**
        1. Double-click the panel
        2. The "Results (or QC Results) Summary and Edit" dialog box appears with the available panel data.
    B. **To re-order, delete, or abandon a panel:**
        1. Right-click the pane, and then click: Reorder, Delete or Abandon on the shortcut menu.
        2. When the confirmation box appears, click "ok".
    C. **To resolve D-test exceptions:** See D-Test (Clindamycin Disk Induction) procedure for detailed instructions if manual D-Test is required.
    Note: Sign out D-Test results under the MIC as a chartable culture comment (not as an isolate comment behind the organism name).

- **If purity plates are mixed and the result did not interface to LIS:**
    1. Click on "Patient Review and Edit"

2. Click “Reorder” if panel will be reset and initial data is not needed.
3. Click “Delete” if the panel is no longer needed. When confirmation box appears, click OK.

- **If purity plates are mixed and the result DID interface to LIS:**
    1. Delete the test group out of LabPro.
    2. In EPIC, highlight the MIC order.
    3. Select the “Repeat” button on the workcard. Select “Test” to repeat the panel. This step will file the mixed results to a historical file and cannot be seen or accidentally verified. In addition, this step will generate a new order in LabPro.
- **If susceptibility needs to be confirmed:**
    1. Order an isolate -11 or -12 etc. to correspond to the isolate number in EPIC. Notes: When accepting isolate -11 (or -12 etc.) as isolate 1, it will have to be entered as isolate “1”. Both isolates (-1 and -11) will have to be saved off of the exceptions list first.
    2. When re-sending results from LabPro, only re-send results from a specific accession number. Do NOT re-send all results.
    3. Isolate -11 results that were updated to the appropriate isolate will over-write original results in EPIC.
- **Alert states Beta lactamase required:**
    1. If penicillin MIC=0.03-0.12 an alert will fire stating that a beta lactamase is needed. Because penicillin and ampicillin are not signed out on any Staph species there is no reason to set a beta lactamase, but response to MicroScan’s alert is required.
    2. To release the susceptibilities, choose beta lactamase positive when the alert is given.
    3. Process, save and send results.
- **Print QC reports if necessary:**
    1. Click “Print Reports” icon on the taskbar
    2. Click QC tab
    3. Click Test Group/Status Date
    4. Click Complete
    5. In “From” box, type T for today, enter
    6. Click “Print”
- **Print patient reports if necessary:**
    1. Click “Print Reports” icon on taskbar
    2. Under the Patient tab, click Test Group Status/Date
    3. Under Primary Sort Order, choose Source
    4. Under Secondary Sort Order, choose Specimen #
    5. Click Complete box
    6. In “From” box, type T for today
    7. Click “Print”
- **Manual Transmission of patient results to Epic via the interface:**
    1. Click on Interface icon for transmit to Epic
    2. Click Test Group Status Date

3. Choose Days prior to transmission date=0
4. Click icon for transmit to Epic

- **On Mondays:**
    1. Optimize database
    2. Clean diffuser plate and photodiode shield
- **Perform maintenance on each instrument:** ***Friday additional maintenance will include filling up all reagent bottles, water and oil bottles to help weekend workflow.***
    - **Exceptions:**
        - **Do not replace alpha naphthol unless light is on or reagent is expired**
        - **Do not add peptidase to existing reagent**

1. **Review the instrument calibrations** using the QC diagnostics report:
    A. If any value is underlined, call TAC center, 1-800-677-7226. Have the following available:
        1. Instrument system ID #: 9610081, installed 10/10/2022
        2. Software version: V4.42

2. **Under Check Manually:**

B. Check the temperature reading on the instrument control panel and the external thermometer located on the top left corner of the instrument.

1. The temperature of each thermometer should read 35° C +/- 1°.

2. The temperature of both the external and internal thermometers should agree +/- .5° C.

3. Depending on the temperature results, do the following:

a. If the temp is too high, ensure that the ambient temp is less than 85° F (30° C). If the temp is still too high, call TAC.
b. If the temp is too low, make sure the panel access door is closed for at least 30 minutes and check the temp again. If the temp is still too low, call TAC.
c. If agreement between the internal and external temp readings is not within +/- .5^0 C, call TAC.

3. **Maintain the water level:**

A. If the level is low as indicated by the illuminated water level LED, remove the red water fill cap and ill the reservoir with sterile water until the water level LED turns off. An alarm sounds if the water volume is low.

B. Pour the water slowly to avoid overfilling.

4. **Check reagent levels:**

Note: Always wear protective eyewear and gloves when handling reagents and the reagent dispense system. To add reagents: Make sure maintenance access is granted.

A. Slide open the reagent dispense drawer, lift open the reagent drawer lid

1. Depending on the panel types used, some of the ten reagent bottles may not be used. Any unused bottles MUST remain in position to maintain sufficient dispense pressure.
2. Maintenance check
    a. If a bottle has less than 25% of reagent remaining, the LED located on top of the bottle illuminates. Add reagent to lit bottle (up to elbow of bottle).
    b. Manually purge any reagent bottle to which reagents were added.
    c. If the bottle has a sufficient amount of reagent, complete the remaining tasks for maintaining the reagent dispense system.
        1) Note: Make sure the reagent dispense pressure is 0.0 PSI. If the dispense system is pressurized, click “Depressurize dispense system”. If this button is not available, click “Pressurize dispense system” and then click “Depressurize dispense system”.
    d. VP-2 (alpha naphthol) is only good for 14 days at 2-30^{o} following reconstitution with 30mL of 190 proof ethanol. Inspect bottle rim for chips or cracks. If present do not use new bottle.
    e. Peptidase must be refrigerated at 4-8^{o} when not in use. Swirl and warm reagent before putting on the instrument. Use a new reagent bottle to be placed in the instrument; moreover, do not fill on top of existing reagent in bottle (as is done with the other reagents). Once Peptidase reagent is on the instrument, it will expire within 28 days.
    f. Note: Replace VP-2 (alpha naphthol) and Peptidase if the time on board instrument exceeds its use.
3. To add/change reagent-Select the indicated reagent adapter and lift the locking lever. While lifting the adaptor straight up from the bottle, place two fingers on the bottle to ensure that the bottle remains in the base holder.
4. Clean any residue from the threaded area of the bottle with 70% alcohol pad and make sure the area is dry along the top edge

    Note: When refilling a bottle, DO NOT fill above the shoulder of the bottle.

    Note: Bottles installed with we tops may unscrew partially and cause a loss of dispense pressure.
5. Clean the bottle adapter gasket using a 70% alcohol pad. Use care not to bend the tubing. Wipe dry with lens paper. Do <u>not</u> use gauze (it could clog the tubes or solenoids).
6. Replace or refill the bottle and place it back on the instrument. Reinstall the adaptor on the top of the bottle and hold the adaptor flat while pressing the lever down.

7. Refill or replace any other bottles as required and ensure that all bottles are securely in place To ensure that there are no pressure leaks in the reagent dispense system, check the reagent dispense pressure

   Note: the reagent must be attached to the correctly labeled adapter.

5. **Update reagent lot numbers for each instrument**

A. If a bottle was replaced or refilled with reagent from a new lot number, you can update the lot number records:
   1. On the WalkAway Monitor, click the Maintenance tab.
   2. In the Reagents area, type the new lot number in the Lot Number box at the right of the reagent name.
   3. Repeat this procedure for each new reagent lot number.
   4. Put expiration date for VP-2 (alpha naphthol) and Peptidase reagent in computer (under Maintenance tab).

6. **Check the Reagent Dispense Pressure**

A. Make sure maintenance access is granted.

B. On the WalkAway Monitor Maintenance tab, click Pressurize dispense system.

C. Check the pressure in the Dispense Pressure area. The PSI must be within 2.8-3.2 range. If PSI is outside this range, see "Dispense pressure out of range" in the LabPro manual.

D. If the dispense pressure is below this range, make sure all the reagent bottles are finger-tightened and then recheck the pressure.

7. Purge the reagent dispense lines

Note: Remember that reagents need to be purged only if the reagent bottles have been allowed to run dry and there are air bubbles in the dispense lines.

A. Make sure Maintenance access is granted.
B. Make sure the reagent dispense system is pressurized.
C. Select the appropriate reagents to purge by clicking in the box to the left of the reagent.
D. Click Purge selected reagents. While the instrument is purging reagents, LabPro displays the hourglass symbol.
E. When the purge process is complete, click Depressurize dispense system.

8. Check Reagent Dispense lines and clean dispense tips.

A. Make sure Maintenance access is granted.
B. Slide open the reagent dispense drawer and lift the reagent drawer lid.
C. Check the dispense lines and the base of the solenoids for leaks and then replace the compartment cover.

D. Lift the dispense head from the waste funnel and examine the dispense head for crystallization.
E. Wash the plastic dispense tips on the dispense head using an alcohol wipe. Be sure to clean between the tips well.
F. When the dispense head is clean, inspect it to ensure that the reagent dispense tips extend approximately 1/8 inch beyond the dispense head. Push the lines through the dispense head to extend the tips if necessary.
G. Keep the reagent dispense door open and the dispense head removed from the waste funnel for cleaning the reagent waste funnel.

9. Clean the reagent waste funnel

A. Examine the waste funnel for residue or crystallization.
B. Clean the waste funnel using 70% alcohol pad. Take care not to get alcohol in to the alignment hole. Remove the funnel for cleaning if necessary.
C. Reseat the dispense head firmly into the waste funnel, making sure the alignment pin is seated in the alignment hole on top of the waste funnel.
D. Replace the reagent waste bottle.

Note: Wear a lab coat, gloves and protective eye wear to remove the reagent waste container. The contents are caustic and must be disposed on in red biohazard trash container. After the waste funnel is clean, examine the waste bottle. If the waste bottle LED illuminates, replace the waste bottle.

10. Maintaining the oil dispense system.

A. Check the oil dispense line and oil syringe.

1. Ensure that the reagent dispense drawer and lid are open.
2. Check the oil line for leaks or air bubbles.
3. Check the oil level.
    a. After you check the oil line and oil syringe, examine the oil bottle.
    b. Make sure the oil level is above the indicator line on the bracket holding the oil bottle.
    c. If the oil level LED is illuminated, refill the oil bottle and Purge the oil line **three times.**
4. To add oil:
    a. Grasp the upper section of the quick-disconnect mechanism on top of the oil bottle cap and turn counterclockwise to release. The oil line remains attached to the upper section of the quick-disconnect mechanism.
    b. Remove the oil bottle out of its holding location in the reagent drawer.
    c. Unscrew and remove the bottle cap assembly from the oil bottle. The straw remains attached to the cap.
    d. Refill or replace the bottle

1) To refill the bottle, pour MicroScan oil into the bottle and replace the bottle cap assembly onto the bottle.
2) To replace the bottle, replace the cap of the new MicroScan oil bottle with the bottle cap assembly from the old bottle.

e. Reinstall the oil bottle in the dispense drawer location.
f. Lock the upper section of the quick-disconnect mechanism-with the attached tubing-to the lower section on the bottle cap by turning clockwise until it snaps into place.

5. Purge the oil line.
   a. Purge the line **three times** after adding oil.
   b. On the Maintenance tab, click Purge oil. While the instrument is purging the oil line-approximately 1 ½ minutes- LabPro displays the hourglass symbol.
   c. Latch and close the reagent door-listen for two clicks to indicate the drawer is successfully closed.

11. Clean the photodiode shield and diffuser plate.

A. Check the photodiode shield and diffuser plate daily, and clean them weekly or more frequently if needed (i.e. after instrument jams).
B. Before checking and cleaning the shields, make sure that Maintenance access is granted.
C. Position an empty tower in front.

Note: Cleaning the photodiode shield between readings may affect results. If possible, clean the photodiode shield after the panels are completed or before the initial read. Handle the shield only by the edges.

D. If you are performing a daily check of the shield, you can visually inspect the shield without removing it. To remove lint or dust, wipe the lower surface using DRY lens paper or lint-free tissue.
E. To perform the weekly check each Monday, remove it for cleaning:
   1. Rotate the right side of the shield forward and slide the shield to the right to remove it.
   2. Clean the shield with lens cleaner and lens paper.
      Note: Minor scratches on the shield surface will have no effect on instrument performance. If large scratches or other obstructions occur, however, the photodiode shield must be replaced.
   3. Make sure the shield is completely dry and place it back onto the instrument.
   4. Check and clean the Diffuser plate.
   5. To remove lint or dust, wipe the surface using DRY lens paper or lint-free tissue.
   6. Remove the diffuser plate for weekly cleaning.
   7. Slide the plate forward until it releases from the block.
   8. Clean the plate using lens cleaner and lens paper.

9. Make sure the plate is completely dry.
10. With the frosted side down, and the label inscription facing up, place the diffuser plate back into the instrument. The labeled side must face the front of the instrument and extend beyond the read station.
11. When Maintenance is finished, close the service hatch, press quick Access button or, on the WalkAway monitor, click Lock Door to lock the doors and terminate access.

- **Information is automatically transmitted from Epic to Microscan.**
- **Print barcode labels for interfaced orders from benches.**
    1. Click Barcode label icon on taskbar.
    2. Barcode labels will state specimen number, isolate number, and panel type.
    3. Pull appropriate panels for each barcode label and place the barcode labels on each panel on the side where the MicroScan logo is located.
    4. Do not process more than 15 panels per run. Line up Prompt bottles in front with inoculators behind and the corresponding panels in back. Work from front to back so that contamination will not occur.
    5. Follow instructions from the Prompt and/or turbidity standard technique procedure for inoculating panels.
    6. Inoculate “purity” plates: After the panels have been inoculated, use a blue loop to transfer an aliquot from each inoculum tray to a single BPA and streak the plate for isolation.
    7. Load panels into the instrument after requesting access. Load the panels with the barcode facing the rear of the instrument.
    8. Resolve barcode read errors.
        A. If the bar code reader cannot read a barcode-for example, the bar code label is smudged, the print is too light, or the reader malfunctions or is out of alignment-it rescans the bar code. If the reader cannot read the bar code after 5 attempts, LabPro generates a bar code read error.
        B. The WalkAway Status and Load Status tabs display bar code read errors. You can resolve these errors directly on the WalkAway Status tab.
        C. Before resolving bar code read error
            1. On the WalkAway Monitor, click WalkAway Status tab, to identify the tower slot location of any panel with a bar code read error, note the position of the bar code read error symbol on the WalkAway Status grid.
            2. Request access to the WalkAway instrument. When access is granted, position the corresponding tower behind the panel access door.
            3. Unload the panel from the instrument.
            4. Find the specimen or lot number, isolate number, and panel type on the bar code label for the unloaded panel.
            5. On the WalkAway Status tab, click the ID to WalkAway tab.
            6. From the ID to WalkAway tab, click and drag the correct panel information over the corresponding bar code read error symbol on the walkAway Status grid.

7. Reload the panel in to the corresponding tower slot in the WalkAway instrument.
8. Repeat for each panel with bar code read errors.
9. When finished loading and identifying panels to the WalkAway instrument, click Lock Door to terminate access to the instrument.
10. After the WalkAway instrument finishes scanning the panel bar codes, click Send on the ID to WalkAway tab.
11. Review the WalkAway Status grid to ensure that all bar code read errors have been resolved.

Important:

- If the panel information is not transferred to the instrument-for example, if the instrument loses communication with LabPro, is performing scheduled activities, or has not finished scanning bar codes-the WalkAway status grid displays the Manually identified symbol until LabPro transfers the information.
- If the panel access door is opened in front of a tower holding a panel that was manually identified to the WalkAway instrument, LabPro displays the panel on the Exceptions Status tab with the exception Verify Panel. To resolve this exception, wait until panel processing is completed, verify that the correct panel is in the tower slot, and then save the panel data on the Results (or QC results) Summary and Edit dialog box.

Check unread list on the WalkAway screen and resolve unread panels.

1. On the WalkAway Monitor, a panel remains on the Unread Panels dialog box if:
    A. The panel was not loaded into the WalkAway instrument.
    B. The bar code reader cannot read the bar code label on the panel (bar code read error)
    C. The panel was loaded into the instrument, but the bar code reader cannot detect the bar code. For example, the panel was loaded with the bar code label facing the front of the instrument, or the bar code reader malfunctions and cannot detect the presence of the bar code.
    D. To resolve an unread panel:
        1) Load the panel into the WalkAway instrument, if the panel was not previously loaded into the instrument.
        2) Set up and load a new panel if the original panel was inoculated earlier and too much time has elapsed without loading the panel into the instrument.
        3) Reload the panel correctly into the instrument.
        4) Identify a panel manually to the instrument if the bar code reader cannot detect the bar code on the panel.
        5) Delete the panel form the Unread Panels dialog box and the Labpro database, if you do not want to process the panel.

E. Panels with bar code read errors also appear on the Unread Panels dialog box. Resolve all bar code read errors before resolving other unread panels.
F. On the WalkAway Monitor, click Unread List.
    1) If a panel was not loaded into the WalkAway instrument and the interval between panel setup and the start of incubation has not exceeded 1 hour, then close the Unread Panels dialog box, load the panel into the instrument and terminate access to the instrument.
    2) If a panel was loaded but the bar code reader cannot find a bar code on the panel, then close the Unread Panels dialog box and find the panel in the instrument.
    3) Remove the unread panel.
    4) If the panel was loaded with the bar code label facing the front of the instrument, reload the panel correctly.
    5) If necessary, identify the panel manually to the instrument:
    Click ID to WalkAway tab, click and drag the correct panel information to an available tower slot, load the panel into the corresponding tower slot, terminate access, and click Send.

- **QC Organism Maintenance:**

1. QC organisms are lyophilized cultures or loops of ATCC strains, they must be rehydrated before use. Follow manufacturer's instructions for rehydrating ad subculturing.
    A. Use fresh subcultures from BAP and make heavy suspensions of the QC organisms in TSB with glycerol. Place 0.2mL aliquots in plastic screw-cap tubes and freeze at -70.0°C.
    B. Once every four weeks, thaw a frozen aliquot of each QC organism. Use sterile swabs and subculture each to BAP and streak for isolation using a **4-way streak**. Incubate the agar plates for 24-72 hours aerobically. (Subculture *Haemophilus sp.*to CHOC CO_2 plates.) *Pseudomonas aeruginosa* 27853, *Enterococcus faecalis* 29212 and 51299, and *Streptococcus pneumoniae* 49619 **need to be thawed and subbed every week.**
    C. Subculture each organism to a second BAP from the **4th quadrant** and incubate at 35°C for 18-24 hours. Use the second plate for QC panel set up. This is the working plate (week 1). After incubation, place in the refrigerator.
    D. Subculture the second working plate daily as needed for QC panel set up.
    E. Sub to another BAP and incubate at 35°C for 18-24 hours. Discard the week old plates.
    F. Use the new working BAPs for a week, then repeat.
    G. After 4 weeks, obtain a fresh isolate and begin with step B. (Exceptions are *Pseudomonas aeruginosa* 27853, *Enterococcus faecalis* 29212 and 52199, and *Streptococcus pneumoniae* 49619 which are subbed every week.

Microscan QC:

1. MIC QC must be run weekly and with each new shipment and lot of panels. ID panels must be run upon receipt/new shipment AND every 30 days.
2. Reagent lot numbers print on the QC Panel Report and must be kept up to date to ensure accurate information for QC records. Enter reagent lot numbers as follows according to 5. A. 1 on page 5.

3. If QC is out of range; in LabPro, indicate that corrective action was taken in the correction field, save the panel and order a new isolate for repeat. A Corrective Action sheet must then be filled out and give to supervisor for review.
4. The test batteries for each panel are defined as follows:
    A. **PC45: Test NEW LOTS/SHIPMENTS AND WEEKLY:**

        51299 E. faecalis

        43300 S. aureus

        BAA-977 S. aureus

        35218 E. coli

        29212 E. faecalis

        29213 S. aureus

    B. **MSP2-Test NEW LOTS/SHIPMENTS AND WEEKLY:**

        49619 S. pneumoniae

    C. **NUC90: Test NEW LOTS/SHIPMENTS:**

        25922 E. coli
        35218 E. coli
        700603 K. pneumoniae
        BAA1705 K. pneumoniae
        49131 K. oxytoca
        49132 P. vulgaris
        49809 P. stuartii
        27853 P. aeruginosa
        49138 P. putida
        49129 R. insidiosa
        29212 E. faecalis
        29213 S. aureus
        49138 S. haliotis

    D. **NUC90: Test Weekly QC (abbreviated)**

        25922 E. coli
        35218 E. coli
        700603 K. pneumonia
        27853 P. aeruginosa
        BAA1705 K. pneumonia

Order QC Panels:

1. Click on QC Order Entry
2. Click the triangle in the upper right-hand corner and a list of lot numbers, associated panel types and received dates appears. You may sort by lot number, panel type or received date.

3. If the sort is by panel type, all the lots received for each panel type appear together. Choose the correct lot by double clicking that lot number.
4. To order a test battery, click an available test battery in the QC Order area, and then click Accept Order on the toolbar.
    A. To test antimicrobials-click MIC Test Battery
    B. To test Identification substrates-click Identification Test battery
    C. To test Identification substrates and antimicrobials-click Identification and MIC test Battery
    D. LabPro creates an isolate for each organism in the selected test battery and adds the isolates to the QC Isolate/Order list. If the QC order has existing isolates LabPro numbers the new isolates sequentially.
    E. To store the QC Order, click Save.
    F. To store the order and read a QC panel manually, click an isolate to select it and then click Manual Read.

Edit or Delete a QC Order:

Note: You cannot edit the panel type after you save a QC order. To correct a panel type error, you must delete the QC order and then create a new QC order with the correct panel type. Similarly, you cannot edit isolate data after the isolate appears in the QC Isolate/Order list. To correct an isolate order, you must delete the isolate form the QC Isolate/Order list and then add a new test battery or specific QC strain with the correct information.

1. On the QC order Entry window, in the Lot# box, type the panel lot number and press Enter to recall the order-or click the Lot# Lookup button and double click an item on the Panel Lots list.
2. Choose one of the following actions:
    A. To edit a lot number, position the pointer in the Lot# box and type the new number.
    B. To edit the received date, position the pointer in the Received Date box and type a new date-or click the Calendar button and double click a day on the calendar.
    C. To delete an isolate order, click the isolate to select it, click Delete on the toolbar and then click Delete Isolate. On the confirmation message, click OK or right click the isolate in the QC/Isolate Order list, and then click Delete Isolate on the shortcut menu.
    D. To delete the entire QC Order, click Delete on the toolbar and then click Delete Lot. On the confirmation message, click OK.
    E. Click Save, to store changes.

INTERFACE VALIDATION:

Annually, or when a system change is made, test results as printed out by an interface instrument are compared to the patient LIS report to verify that the same results are transmitted by the computer interface.

1. Order MIC testing in Epic.
2. Upload information to the MicroScan LabPro computer.

3. Download testing results to Epic.
4. Compare results and verify that the information transmitted correctly over the interface.
5. Print validation documents and retain copies in the designated notebook in the instrument area.

Processing Panels in the WalkAway:

To request access to the walkaway instrument:

1. Press the Quick Access button on the front panel of the WalkAway or request access via LabPro.
    A. If Quick Access is not granted immediately, the instrument doors do not unlock and the LED light at the right of the panel access door remains amber.
    B. The instrument status display reads “Unable to Access at This Time”. In this case, wait a few minutes and retry quick Access or request access through LabPro.
2. To request access thru LabPro:
    A. On the WalkAway Monitor, click the WalkAway Status, Load Status or Exception Status tab.
    B. In the Access area click the number of minutes required for access -1, 5, 15 or 30-and then click Access.
    C. If you requested 30 minutes and access was not granted, try a shorter time interval.
    D. When access is granted and the instrument doors unlock, open the panel access door in the front of the WalkAway instrument.

Load panels into the WalkAway instrument:

1. Make sure that access to the instrument is granted.
2. On the WalkAway instrument control panel, confirm that the tower facing the panel access door has empty or available slots. If necessary, press the Tower Rotation Forward button or the Tower rotation Reverse button, to position a tower with empty or available slots.
3. The door locks when the tower rotation buttons are pressed. The towers rotate and then the door unlocks.
4. Look at the red LED light at the right of each tower slot.
    A. If the light is on, but is not blinking, the slot is empty.
    B. If the light is blinking, the slot contains a completed, aborted, or abandoned panel. Remove the panel to load a new panel into this slot.
    C. If the light is off, the slot contains a panel in process.

        Note: If upon opening the panel access door the LED status lights next to the tower slots are flashing at a very fast rate, the door sensor may have failed to detect the door is open. Close the door, turn off the instrument, wait 30 seconds, and then turn on the instrument again.
    D. If the lights are still flashing, call the Technical Assistance Center.
5. A panel in process can be moved to another slot in the same tower, or a different tower. Move the panel before terminating instrument access.

6. If the panel is removed form a tower slot and not replaced before terminating access, LabPro displays a “panel missing” exception. Resolve the exception by placing the panel into any tower slot.
7. **Hold a panel with tray lid so that the barcode label is facing away from you.**
8. Carefully and evenly insert the panel into a tower slot, aligning the lid with the tower slot cutouts.
9. Gently slide the panel and lid forward until the lid drops into place.

   Note: Make sure the lid drops into place. A panel jam will occur if the lid is not properly seated in the tower slot.
10. Repeat this procedure for each panel to be loaded in to the instrument. You may have to open and close the panel access door and rotate the towers several times.
11. When finished loading panels, close and lock the door to terminate access.

    Note: If access is not terminated to the WalkAway instrument before the allotted time expires, the WalkAway Monitor displays the message “ACCESS OVERTIME” in the Access area. Quickly close any open instrument doors, and then press Quick Access button or click Lock Door to terminate access. If access is terminated without closing all instrument doors, the WalkAway Monitor displays a message in the access area indicating which door must be closed. Quickly close the instrument door, and then press Quick Access button or click Lock Door to terminate access.

    Note: If the instrument is inoperable, alternative identification methods include seeing MicroScan panels and reading results offline for both MIC and ID panels. KB disc diffusion is used as a back-up susceptibility testing. Refer to Kirby Bauer Disk Diffusion Testing procedure. Consult with supervisor for specific instructions.

REFERENCE:

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