**UW Medicine - Pathology**

400-07-01-01

Alarm Systems

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| Adopted Date: Aug 1991Review Date: Sept 2005Revision Date: 08/12 |

PURPOSE

Alarm systems have been set up to warn the laboratory about malfunction of equipment. It is imperative to respond to an alarm (e.g., overheating of culture cells will kill them). This chapter describes operation and maintenance of the alarm systems.

PROCEDURE

### Instruments on Alarms

AA-108 incubators

AA-108 ThermoForma (-70oC)

AA-100A CO2 manifold

NW-125 incubators

NW-125 freezer

### Responding to an alarm

* + - 1. During normal working hours (8 am to 5 pm, Mon-Fri)
				1. Notify Laboratory supervisor
				2. If unable to reach anyone, follow instructions below
			2. After hours or weekends
				1. Notify the Engineer on-call AND
				2. Also notify ONE of the following, in this order:

Laboratory Supervisor, if not at work, check laboratory phone list and call at home

Faculty member on-call [Faculty member will always have beeper and may be paged for stat alarms during normal working hours even if not listed as on-call.]

Other faculty member

|  |  |  |
| --- | --- | --- |
| Faculty | Office | Cell / Pager |
| Dr. C. Disteche | 206-543-0716 | 206-540-5502 p |
| Dr. T. Norwood | 206-685-2801 | 206-559-6063 p |
| Dr. K. Leppig | 206-326-2272 | 206-972-1257 c |
| Dr. Y. Liu | 206-685-1170 | 206-797-0376 p |

### Maintenance

Yearly maintenance consists of preventative maintenance inspection (PM) check and validation, which is to test each of 40 points alarm state to ensure proper timing and functionality. Data logging and call out functionality is checked as well.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Cytogenetic Supervisor