

Standard Operating Procedure

SOP011

Title: Use and Maintenance of the Classic 2100 Autoclave

Location: CBE Laboratory Unit (H34)

1. PURPOSE

The intent of this SOP is to describe the procedure for use and maintenance of the 2100 Classic Autoclave in CBE H34.

2. SCOPE

This SOP applies to CBE lab users operating the 2100 Classic autoclave in CBE H34 in order to sterilise reusable equipment only. **Solid and/or liquid waste cannot be sterilised in this autoclave. Neither volatile substances nor toxic materials can be sterilised in this autoclave.**

3. RESPONSIBILITIES

CBE Laboratory Users

- MUST have received appropriate instruction before using the 2100 Classic Autoclave
- Shall follow the procedure described in this SOP according to the manufacturer's operating instructions and safe working practices. Shall confirm with their signature that they have understood the operating manual and this SOP. A signed Training Agreement shall be retained in the individual's Training Record.
- MUST observe all safety regulations and guidelines applying to the autoclave and the environment in which it is operated
- MUST use the prescribed PPE; heat resistant gloves, eye protection and an impervious apron as described in SOP037
- MUST keep the autoclave in a faultless condition with regard to safety i.e. ensure PAT testing in date and ensure cable is safe and plug is safe.
- MUST stop using the autoclave as soon as any safety deficiency is detected. Operators MUST inform the Laboratory Manager or designated person
- Shall check that the autoclave is in service and has been validated for use prior to starting to use the autoclave. 'Next service' date and 'next validation' date will be posted on / near the autoclave
- MUST ensure that all operational cycle runs are recorded

Version 001

Effective Date: 02/06/18

Review 02/06/20

Written by: Victoria Workman	Reviewed by: A.Chandra	Approved by R.I.Temple
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Responsible Person (RP)/Laboratory Manager (LM)

- MUST ensure that the University Estates and Buildings Department is notified of all autoclave installation. The autoclave will be inspected at the statutorily required interval. Notification of such items should be made through the Departmental Safety Officer (DSO) and the Health and Safety Department
- MUST ensure that the autoclave is inspected annually and certified by the service engineer or designate (through Mark Taylor at Wolfson School). The inspection, service and repair records will be maintained as per University Safety Policy. 'Next service' date and 'next validation' date will be posted on / near the autoclave.
- Shall check the usage log to ensure that the autoclave is serviced correctly; either on its annual 'due date' or when it has reached its 500 cycle limit.
- MUST ensure that all operational cycle runs, maintenance or testing procedures are recorded and retained. This should include a regular check of the temperature inside the autoclave using a thermocouple / steriliser control tube or equivalent
- Maintenance of autoclaves should not commence without a 'Decontamination Certificate' signed by the School/Building/Unit Safety Co-ordinator. A Decontamination Certificate template is available on the CBE website.

4. EQUIPMENT AND MATERIALS

- Classic 2100 Autoclave
- Deionised water

5. PROCEDURE

Step 1: Add water

Fill the unit to the water level line on the inside of the chamber with 0.75l of distilled or de-ionised water.

NOTE: Do not use tap water or overfill. Do not add ANY chemicals whatsoever to the water

Step 2: Load Equipment

Place equipment to be sterilized into the instrument basket. Ensure the metal "V" support is placed in the bottom of the autoclave to prevent instruments coming into contact with water.

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Step 3: Close lid

Place lid on autoclave so that black arrows align (Figure 1). Turn lid in a clockwise direction ensuring lid is completely closed (Figure 2)

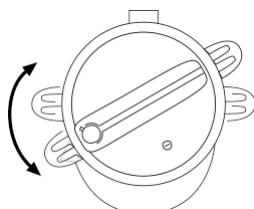


Figure 1

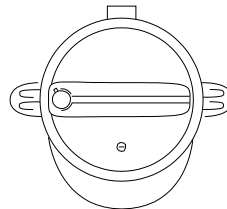


Figure 2

Step 4: Connect power

Attach cable to rear of unit and plug into wall socket

Step 5: Start

Start sterilising cycle by pressing the power button (controls are detailed in the manual)

CAUTION: Body and lid of autoclave will become hot when in use. **DO NOT TOUCH**

CAUTION: DO NOT ATTEMPT TO REMOVE LID DURING OPERATION. DO NOT open the depressurisation valve during sterilisation cycle. Either of these actions could cause **SEVERE BURNS**

Step 6: Completion

The sterilising cycle is complete when the buzzer sounds and the lights adjacent to the “tick” button and the power button are lit green

NOTE: Although the sterilising cycle is complete, it is still not safe to open the autoclave until the system has depressurised and cooled

Step 7: Unlocking

Once the pressure has been released the lid may be removed by turning in an anti-clockwise direction

CAUTION: Items in the autoclave may still be hot, risk of burns

Step 8: Maintenance

Remove the green gasket. Clean with warm, soapy water. Rinse thoroughly, shake dry, **DO NOT WIPE**. Tuck gasket back under lugs in lid

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6. DOCUMENTATION

The following records are outputs of this SOP:

- FSOP11.1 Autoclave Training Agreement
- FSOP11.2 Autoclave Testing and Examination Log for Monthly Checks
- FSOP11.3 Autoclave Maintenance and Service Log
- FSOP11.4 User Log

These records shall be filed in the Equipment File and stored in the CBE Office or otherwise archived for future review or retrieval.

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SOP Version History

Version Reviewed	Date Revised/ Reviewed	Revision Summary	New Version Number
		[Insert specific changes from previous SOP] < e.g. changes in accountabilities, process steps, deviation actions, or records >.	
001	2 nd June 2018	Minor change of Wolfson Technical resource manager from Chris Harris to Mark Taylor. Reviewed by K.Sikand.	Kept same version no 001.

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