

Standard Operating Procedure

SOP192

Title: Use and Maintenance of Pipette Buoys

Location: CBE laboratories Garendon Wing, Holywell Park and T208b Wolfson School.

1. PURPOSE

The intent of this SOP is to describe the procedures for the use and maintenance of electronic pipette buoys

2. SCOPE

This SOP applies to all users of the the level 2 containment labs within the CBE in Garendon Wing, Holywell Park and T208b in Wolfson School.

3. RESPONSIBILITES

CBE Laboratory Users

- Shall follow the guidelines as described in this SOP.
- They will also regularly clean the buoys and recharge as part of the weekly clean and general lab use.
- They will also notify the responsible person or lab management if there is an issue with a pipette buoy.
- If a user believes they may have contaminated the filter within the pipette buoy, they will replace with a new one.
- Make sure that the correct charger is used to recharge the pipette buoys when required.
- Make sure the pipette buoys are stored safely.

Responsible Person (RP)/Laboratory Manager (LM)

- Shall help with any problems that may arise and help with the order of new pipette buoys if needed.
- Ensure that laboratory users have sufficient training to use them.

4. EQUIPMENT AND MATERIALS

- 1 in 50 Chemgene
- Pipette buoys
- Pipette buoy charger
- 0.45um membrane filters
- Stripettes (various sizes)

5. PROCEDURE

Version 001

Effective Date: 20/08/2020

Review 20/08/2022

Written by: J.Bowdrey	Reviewed by: BBB	Approved by: C.Kavanagh
-----------------------	------------------	-------------------------

Standard Operating Procedure

SOP192

Title: Use and Maintenance of Pipette Buoys

Location: CBE laboratories Garendon Wing, Holywell Park and T208b Wolfson School.

5.1- General Use

5.1.1- Before use make sure the pipette buoy has enough charge in order to work. If not, plug in charger and use a different Pipette buoy.

5.1.2- Clean the pipette buoy with 1 in 50 Chemgene by wiping it, before putting the pipette buoy in the hood.

5.1.3- Select the stripettes that you will need.

5.1.4- To use the pipette buoy there are 2 buttons, one of them will draw up the solution the other one will dispense the solution. The speed that the pipette buoy takes up and dispenses the solution can be altered, depending on the make, it is using 2 little buttons or a wheel. See user manual.

Note: When drawing up the solution please make sure that you do not draw up the solution more than the stripette is capable of taking, as it will contaminate the buoy filter, and it will need to be changed.

5.1.5- To attach a stripette, open the stripette wrapping at the top of the stripette where it attaches to the pipette buoy.

Do not open to much as you are trying to keep the stripette as sterile as possible.

Put the pipette buoy and the stripette together and twist and push the stripette upwards until it is firmly in the pipette buoy. Do not take the wrapper off until the last moment.

To remove a stripette, put back on the wrapper, hold the stripette firmly at the top, and pull and twist it off.

5.2- Changing the filter. The filter should be replaced regularly, especially when the lab is deep cleaned and spring cleaned.

- This can be found within user manual.
- Carefully twist off the top where the stripette attaches.
- There will be a small round plastic filter underneath.
- Remove this and replace with a sterile one.
- Replace the top. It is now ready to use.

6 Equipment Malfunction

(i) The Responsible Person and Laboratory Manager should be informed if any part of the equipment fails or malfunctions. With permission of the Responsible Person or Lab Manager the user should consult the Operator Instruction Manuals for fault finding and troubleshooting procedures.

(ii) All problems and corrective actions should be recorded in the maintenance record which can be found outside each respective laboratory.

Version 001

Effective Date: 20/08/2020

Review 20/08/2022

Written by: J.Bowdrey	Reviewed by: BBB	Approved by: C.Kavanagh
-----------------------	------------------	-------------------------

Standard Operating Procedure

SOP192

Title: Use and Maintenance of Pipette Buoys

Location: CBE laboratories Garendon Wing, Holywell Park and T208b Wolfson School.

- (iii) If the equipment fails to work or malfunctions and cannot be rectified according to troubleshooting procedures detailed in the Operator and Users Manuals the following should be observed:
- Inform the Responsible Person and the Lab Manager.
 - Attach a 'Do Not Use' notice.
 - Contact the manufacturer for advice. External maintenance and servicing can only be performed after it has been suitably disinfected (see SOP003) and a 'Decontamination Certificate' has been issued (a proforma is available on the CBE LEARN page)

8. Documentation

The following records are outputs of this SOP:

- Monthly maintenance record log (listed outside of each laboratory)
- QS-Form-009 Generic Equipment Decontamination Form

Version 001

Effective Date: 20/08/2020

Review 20/08/2022

Written by: J.Bowdrey	Reviewed by: BBB	Approved by: C.Kavanagh
-----------------------	------------------	-------------------------

Standard Operating Procedure

SOP192

Title: Use and Maintenance of Pipette Buoys

Location: CBE laboratories Garendon Wing, Holywell Park and T208b Wolfson School.

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>.	

Version 001

Effective Date: 20/08/2020

Review 20/08/2022

Written by: J.Bowdrey	Reviewed by: BBB	Approved by: C.Kavanagh
-----------------------	------------------	-------------------------