STEM CELL LABORATORY (STCL)

DOCUMENT NUMBER: STCL-EQUIP-017

DOCUMENT TITLE:

Operation of Beckman Coulter Allegra 6KR Centrifuge

DOCUMENT NOTES:

Document Information

Revision: 02	**Vault:** STCL-Equipment-rel
Status: Release	**Document Type:** STCL

Date Information

Creation Date: 23 Feb 2016	**Release Date:** 01 Apr 2016
Effective Date: 01 Apr 2016	**Expiration Date:**

Control Information

Author: WATE02	**Owner:** WATE02
Previous Number: COMM-SOP-024 Rev 02	**Change Number:** STCL-CCR-331

STCL-EQUIP-017
OPERATION OF BECKMAN COULTER ALLEGRA 6KR CENTRIFUGE

1 PURPOSE

1.1 To purpose of this procedure is to provide the steps required to successfully operate the Allegra 6KR centrifuge.

2 INTRODUCTION

2.1 This centrifuge is designed to separate liquid-suspended materials in blood specimens and cellular products based on differences in densities and particle sizes.

3 SCOPE

3.1 The Stem Cell Laboratory Medical Director, STCL Manager, and designated STCL staff are responsible for ensuring that the requirements of this procedure are successfully met.

4 DEFINITIONS/ACRONYMS

4.1 N/A

5 MATERIALS

5.1 Laboratory Samples

5.2 Spinkote (*or equivalent*) lubricant

5.3 Mild Detergent

5.4 Ethanol (*or equivalent*)

5.5 Sani-Cloth Germicidal Disposable Wipes (*or equivalent*)

5.6 Soft cloth or paper towels

5.7 Compressed air

6 EQUIPMENT

6.1 Beckman Coulter Allegra 6KR

6.2 Centrifuge buckets

6.3 Centrifuge inserts (*if appropriate*)

6.4 Vacuum (*if available*)

7 SAFETY

7.1 Wear appropriate personal protective equipment at all times when handling potentially infectious blood and body fluids to include, but not limited to, gloves, lab coats, etc.

8 PROCEDURE

8.1 ALLEGRA 6KR Centrifuge

8.1.1 Switching on the centrifuge

8.1.1.1 Locate the main power switch on the right-hand side of the front panel, and PRESS it to the ON position.

8.1.1.2 The run time and speed should both read 0.

8.1.2 Actuating the lid

8.1.2.1 Press the DOOR to OPEN position, and then lift the door up.

8.1.2.2 The switch on the centrifuge should be in the "unlock" position (to the left).

8.1.3 Loading the Rotor

8.1.3.1 Be sure to balance specimens in the rotors before spinning samples.

8.1.4 Closing the lid

8.1.4.1 Lock the lid by slightly pressing down the front part of the lid.

8.1.4.2 Move the switch on top of the centrifuge to the "lock" position (to the right).

8.1.5 Entering parameters

8.1.5.1 Adjust the speed dial to the appropriate rpm. Adjust the time dial to the appropriate time.

8.1.5.2 Adjust the brake to "high", "low", or "off" as appropriate.

8.1.6 Starting the centrifuge

8.1.6.1 The centrifuge accelerates to the selected value, the time starts counting down once the values have been entered and the lid locked.

8.1.6.2 If the centrifuge is unbalanced there is no visual message, but the centrifuge will shake and the rpms will decrease as the unit starts to slow down.

8.1.7 Stopping the centrifuge

8.1.7.1 Speed reaches zero. To end a run in progress for any reason, turn the TIME control knob to OFF.

8.1.8 Maintenance

8.1.8.1 Any maintenance procedure or servicing of this equipment that requires removal of any covers can expose parts which involve the risk of electrical shock or personal injury. Make sure that the POWER switch is OFF and the centrifuge is

disconnected from the main power source, and refer such servicing to qualified service personnel.

8.1.8.2 Do not use alcohol or other flammable substances in or near operating centrifuges.

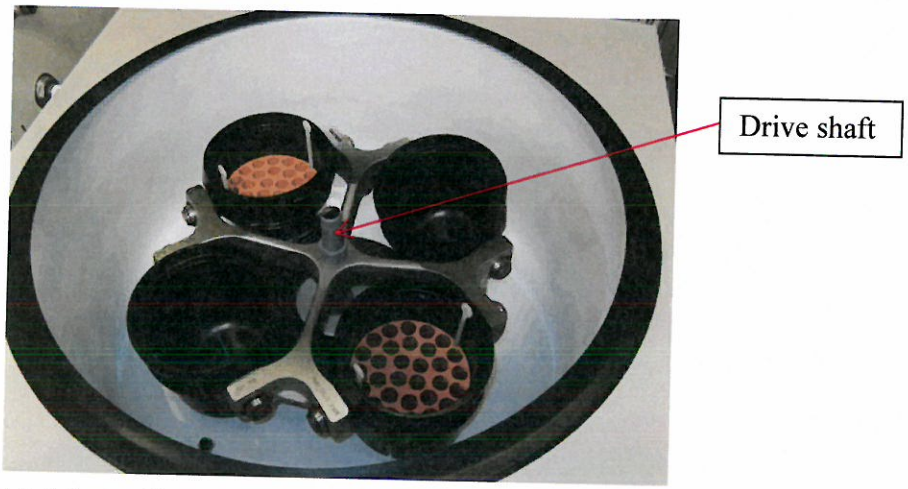
8.1.8.3 Always clean up spills when they occur to prevent corrosives or contaminants from drying on component surfaces.

8.1.8.4 Regularly inspect the interior of the rotor chamber for accumulations of sample, dust, or glass particles from broken sample tubes. To prevent this, frequently wipe with a cloth or paper towel. Remove the rotor and wash the bowl often, using a mild detergent. Rinse thoroughly and dry completely.

8.1.8.5 Regularly check the air intake and exhaust vents for obstructions. Keep vents clear and clean. Use a soft brush/cloth, vacuum, or compressed air to clean the air intake vent filter when dust accumulates.

8.1.8.6 To prevent the rotor from sticking, lubricate the drive shaft with Spinkote (*or equivalent*) once a month (*if warranted based on usage*) and/or after each cleaning (*if needed*). Clean the drive shaft, shaft cavity, threads, and the tie-down screw at least once a week using a mild detergent and a soft brush. Rinse thoroughly and dry completely.

*(**NOTE**: Field service engineer should check and lubricate drive shaft as part of the scheduled preventative maintenance work).*



8.1.8.7 Clean the centrifuge case and door by wiping with a cloth dampened with a mild detergent. Do not use acetone or other solvents.

8.1.8.8 For sterilization disinfection, Ethanol (70%) may be used on the centrifuge surface.

8.1.9 Call Duke's Clinical Engineering Department (919-681-2525) if prompt assistance is needed if/when equipment is not functioning properly. They will need the serial # and CE# (Clinical Engineering assigned equipment) number in order to dispatch service.

9 RELATED DOCUMENTS/FORMS

9.1 STCL-FORM-026 Centrifuge Daily/Weekly/Monthly QC Log.

10 REFERENCES

10.1 American Association of Blood Banks. Standards for Hematopoietic Progenitor Cell and Cellular Product. Current edition.

10.2 Foundation for the Accreditation of Hematopoietic Cell Therapy (FACT) and Netcord. International Standards for Cord Blood Collection, Processing, Testing, Banking, Selection and Release Current edition.

10.3 Operator's Manual for Beckman Coulter Allegra 6KR Centrifuge.

11 REVISION HISTORY

Revision No.	Author	Description of Change(s)
02	B.Waters-Pick	• Removed all references pertaining to the Sorvall RT7 centrifuge which is no longer in-use. • Added materials to Section 5 • Added Vacuum (*if available*) to Section 6 • Removed "*Spray the centrifuge bowl with anti-static solution and wipe it clean. (Anti-static wipes are also acceptable).*" in 8.1.8.4 • Added use of compressed air to Section 8.1.8.5. • Modified the wording in Section 8.1.8.6. • Added 8.1.9. • Added form number to Section 9.1.

Signature Manifest

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All dates and times are in Eastern Time.

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Document Release

Name/Signature	Title	Date	Meaning/Reason
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