



**Operating the Centrifuge:**

- The centrifuge can be switched on via a rocker switch at the back right corner, the screen will illuminate.
- If the lid is shut press the 'door' button to open it
- Place your sample into the carousel placing a balance tube opposite to balance the rotor
- Close the lid firmly down and press the red 'start stop' button to start
- The centrifuge will spin for 10 minutes then will stop and the lid will open once the rotor has completely stopped.

**Cleaning the Centrifuge:**

The surfaces of the centrifuge should be wiped with detergent wipes daily, the bowl should be wiped after use with detergent wipes.

The rotor has 12 holes for samples these contain blue adapters that also have a blue mat at the bottom. These blue pieces should be cleaned with detergent wipes or if necessary soaking in warm soapy water if contaminated with blood.

The rotor itself can be removed for cleaning if required to clean spillages:

- Power off the centrifuge
- Remove the central rubber cap
- Using the tool provided loosen the central nut
- Lift out the rotor
- Clean with water then dry
- Replace all the adapters and mats
- Apply a thin coat of silicon grease to the rotor
- Re seat the rotor and tighten nut and replace the rubber cap

The centrifuge surfaces, lid, rotor, rotor chamber, blue adapters and blue mats can be sterilized by wiping with a cloth moistened with 70% ethanol solution.

**Centrifuge settings:**

- The centrifuge should be used at 34 x 100rpm for ten minutes.
- The rotor should have an adapter and mat in every hole for use with EDTA tubes.
- If SST (yellow topped tubes) are to be centrifuged the mat should be removed from the hole of the sample tube and the balance tube.

To amend settings press the 'select' button and adjust speed with the dial. Press the select button again to move to the time and use the dial to adjust. A few seconds after the adjustments are made the screen will return to the main screen ready for use.

STANDARD OPERATING PROCEDURE SOP/POCT/75/1

Title: SciSpin One Centrifuge Standard Operating Procedure Effective date: 13/01/2022

**Troubleshooting:**

If an error or warning code is displayed on the screen follow the solutions in the table below.

If the error cannot be resolved contact POCT (see below) and the sample can be brought to pathology to be centrifuged. Great care will need to be taken when returning to DAU with the spun sample.

| Symptom   |                      | Causes  | Solutions   |
|---|----------------------|---|---|
| Nothing appears on screen when POWER is turned on |                      | <ul style="list-style-type: none"> <li>Problem with power, e.g. circuit breaker tripped.</li> </ul>                                 | <ul style="list-style-type: none"> <li>Address the problem and turn on the POWER.</li> </ul>                          |
| Abnormal vibration or noise when running          |                      | <ul style="list-style-type: none"> <li>Samples are not balanced</li> </ul>  | <ul style="list-style-type: none"> <li>Place samples symmetrically</li> </ul>   |
| Alarm Code Displayed on Screen                    | E-02 Door Fault      | <ul style="list-style-type: none"> <li>Door opened when running</li> <li>Start/Stop button pressed when the door is open</li> </ul> | <ul style="list-style-type: none"> <li>Close the door immediately</li> <li>Close the door before operation</li> </ul> |
|   | E-06 Wrong Speed Set | <ul style="list-style-type: none"> <li>The speed set exceeds the allowable range</li> </ul>   | <ul style="list-style-type: none"> <li>Change the speed value</li> </ul>  |
|   | E10 ~ E86            | <ul style="list-style-type: none"> <li>See service Manual</li> </ul>  | <ul style="list-style-type: none"> <li>Contact POCT Team</li> <li>Contact Service Centre</li> </ul>                   |

Alarm codes E-1 ~ E-9 are related to incorrect operation/programming. You can continue running the centrifuge after implementing corrective procedures.

If a sample breaks during centrifugation or is believed to be broken during centrifugation then the centrifuge must be immediately stopped and the door left closed for 30 minutes to allow aerosols to settle. Allow good ventilation around the centrifuge during the 30 minutes, wearing gloves and eye protection open the centrifuge and clean the bowl and rotor (see above).

**POCT contact details:**

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| Copy number | Location held   |
|-------------|-----------------|
| 1           | DAU in PIGF box |