Title: Procedure for Cleaning and Maintaining the Beckman Model TJ-6 Centrifuge

Purpose: To assist the laboratorian in cleaning and maintaining the centrifuge located in room A122.

Procedure:
Note: Always observe Universal Precautions while handling instrumentation used in sample preparation or assaying clinical research samples. Use gloves and wear a laboratory coat. Safety glasses are optional.

1. At the end of each week in which the centrifuge is used, remove the plastic carriers and stainless steel containers. Clean these by wiping them with a 10% solution of bleach and rinsing them thoroughly with tap water. Dispose of the paper towel in an OSEH bucket marked “Biohazard.” If no such bucket is available, refer to the “Procedure for the Disposal of Biohazardous Waste.” Let the carriers air dry on a blue pad at the stainless steel sink. The containers may be dried with paper towel.

2. Apply a 10% bleach solution to paper towel and wipe the inside of the centrifuge down thoroughly. Again dispose of the paper towel in an OSEH bucket marked “Biohazard.”

3. Replace the plastic carriers and containers when dry.

4. Document the weekly cleaning by recording your initials and the date on the Clean and Maintain Centrifuge Check-List located on a clipboard next to the centrifuge.

5. Once every year, preventative maintenance is scheduled by the Lab Manager and performed by a Beckman service engineer. During this preventive maintenance, the operating speeds of the centrifuge are checked for performance. The lid, lock, brake and timer are also checked to ensure they are functioning properly. A copy of the service report is to be filed in the Centrifuge Notebook.

6. If a problem occurs with the centrifuge, notify the Lab Manager and a service call will be scheduled. Beckman’s phone number is (800) 551-1150.