



CYTOFLEX SOP

1. Fill in the log book
 - a. For each run
 - i. Date
 - ii. User & company
 - iii. QC (passed 1st time, or was repeat required)
 - iv. Comments: e.g. deep clean performed, any problems
 - b. Your contact details in the contact list
2. Run 'daily clean' after each run
3. Deep clean
 - a. is performed by SmiLe at least once a month or upon special request
 - b. can be performed by users without charge- notify Martina
 - c. procedure
 - i. place instrument into stand by mode
 - ii. start deep clean
 - iii. incubate for at least 30 min
 - iv. prime
 - v. perform daily clean
4. QC
 - a. Is performed with QC-plate stored in fridge, shared by all users
 - b. Plate is labeled clearly with Date and QC beads lot number
 - c. Use 200ul water and 1 drop QC beads
 - d. QC solution is used for 5 days
 - e. When QC beads are empty, open new bottle and notify Per
 - f. Plates are provided by SmiLe
5. Waste
 - a. Solid waste is disposed into the hazardous waste box. Notify Martina when full
 - b. Liquid waste is disposed into the dedicated container. Notify Per when full.
6. Cleaning
 - a. Clean any spill with ethanol based surface disinfectant provided by SmiLe.
 - b. SmiLe performs monthly cleaning of sheath fluid and waste fluid container.