

Document type: procedure	USE AND MAINTENANCE OF SONICATOR
Document code: Uganda QP 07-06-07	
Confidentiality: confidential	

TABLE OF CONTENTS

1. PURPOSE	2
2. SCOPE	2
3. RESPONSIBILITIES	2
4. CROSS-REFERENCES	2
5. PROCEDURES.....	2
5.1 Set-up.....	2
5.2. Operation	3
5.3. Maintenance	3
6. REFERENCES	4
7. CHANGE HISTORY	4

SOP issued by: Head of Laboratory Research	Date of issue: 30NOV08
---	------------------------

1. PURPOSE

This operating procedure describes the use and maintenance of the sonicator.

2. SCOPE

This SOP covers all procedures requiring ultrasonication which are performed in the FIND Research Laboratory.

3. RESPONSIBILITIES

All staff members working in the FIND Uganda Research Laboratory are responsible for the implementation of this operating procedure.

All users of this procedure who do not understand it or are unable to carry it out as described are responsible for seeking advice from their supervisor.

4. CROSS-REFERENCES

Document Matrix_Uganda QP 01-03-03

Refer to SOPs listed under 07-01 (General Procedures) and 07-05 (Molecular Methods).

See: *Document Matrix_Uganda QP01-03-03.doc*

Location: *Hard copy: FIND Uganda SOPs*

5. PROCEDURES

5.1 Set-up

- Install sonicator after checking compatibility of voltage supply
- The sonicator is set up in the Specimen Processing laboratory. All DNA extraction is performed in this laboratory.

- Do not cover ventilation slots on cover
- Do not operate the sonicator dry
- Do not place parts or containers directly on bottom of unit-use tray or wire to suspend items
- Do not allow solution to drop more than 1 cm below operating line with heat or ultrasonics on
- Do not use corrosive or flammable solutions

5.2. Operation

- When initially filling unit or refilling it with fresh solution, use warm water
- Press Heat switch to turn on heater
- Press Sonics (or rotate Timer) to start ultrasonics
- Add cover

5.3. Maintenance

- The sonicator is emptied, cleaned and re-filled on a weekly basis.

See: *Laboratory Cleaning and Maintenance_ Uganda QP 07-01-04.doc*

Location: *Hard copy: FIND Uganda SOPs*

Record cleaning in the *Laboratory Cleaning and Maintenance Logbook*.

Use: *Laboratory Cleaning and Maintenance Logbook_form.doc*

Location: *Hard copy: FIND Uganda SOPs*

- If contaminated, remove contaminants with non-abrasive cloth and water.
- Rinse parts to remove chemicals adhering to parts of sonicator after use.
- Dry with clean compressed air, hot air blowers, or in oven.
- Re-lubricate parts that need lubrication.
- In the event of the sonicator becoming damaged or failing to function, complete an *Equipment Failure Report* and the service representatives must be called out.

- An ***Equipment Failure Notice*** must be placed on the equipment indicating that work is prohibited.

Use: ***Equipment Failure Notice _sign.doc***

Location: ***Hard copy: FIND Uganda SOPs***

Use: ***Equipment Failure Report _form.doc***

Location: ***Hard copy: FIND Uganda SOPs***

6. REFERENCES

Operator's Manual, Ultrasonic Cleaners, Branson

7. CHANGE HISTORY

New version # / date	Old version # / date	No. of changes	Description of changes	Source of change request