

SAFE OPERATING PROCEDURE (BENCHTOP AUTOCLAVE)

LOCATION DETAILS

School/Branch: Medical Sciences, Pharmacology Level 5 N530

SAFE OPERATING PROCEDURE DETAILS

Task/activity (including specify particular equipment, substance)
Autoclaving of laboratory materials & solutions

Date prepared:
18/7/2008

PREPARED BY Name, Position and Signature (insert names of the supervisor, HSR, HSO and operator involved)

Name Gordon A. Crabb

Position Laboratory Manager

Signature



RISK ASSESSMENT

Has a risk assessment been completed and have all other environmental considerations been made?

Yes No

See Risk Assessment dated:
18/7/2008

Risk Rating:

- Low
 Medium
 High
 Very High

SAFE OPERATING PROCEDURE DETAILS

Procedure (Include control measures listed in risk assessment within the procedure):

PLEASE ENSURE –

- Sterilizer is on a firm level surface.
- Condensation tank is filled with **DEMINERALISED WATER** (up to the bottom edge of the stainless steel tube inside the water tank).
- Power cord is plugged in & power is on - Green “ON” light glows.
- LCD display is referred to for messages.

OPERATING INSTRUCTIONS

1. Ensure that you have been trained to use this equipment before proceeding. Please read technical manual and all warnings. Fill in log book to record your use of this equipment.
2. Ensure bags are packed loosely on their edge in the tray (or on the racks) to allow for steam penetration & drying - do not pack bags too tightly.
3. Open door. Load tray into steriliser. Ensure no porous material is in contact with chamber walls.
4. Close door.

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5. Select cycle - using arrow up/down keys **Ster-134°C**: 4 minute sterilizing cycle @ 134°C
Ster-121°C: 16 minute sterilizing cycle @ 121°C **Ster/Dry-134°C**: 5 minute sterilizing @ 134°C & 15 minute drying cycle
Ster/Dry121°C: 17 minute sterilizing @ 121°C & 15 minute drying cycle **Gentle-121°C**: 30 minute sterilizing cycle @ 121°C with slow pressure release (ideal for liquids)
Holding time for sterilisation cycle is preset - refer details in technical manual. If time needs to be altered change as follows (consult with Janet or Gordon before doing this)

Sterilization Only

Select - Enter
Select time - using arrow up/down keys
Select - Enter

Sterilization Dry

Select - Enter (twice)
Select time - using arrow up/down keys (sterilization hold time)
Select - Enter
Select - using arrow up/down keys (drying hold time)
Select - Enter

6. Select - **Start**

7. The beeper and LCD display indicates the end of the cycle.

8. Open door and remove trays using the handle. **CAUTION** - tray, load & sterilizer are **VERY HOT**

9. Ensure that the log book entries are complete.

WARNINGS

1. Red light & beeper indicates "Cycle Fail" Refer to fault modes in technical manual Power interruption Check Power supply Check LCD display before opening door
2. Do not use equipment that has been processed in this sterilizer until you have validated your complete sterilization process.
3. Equipment must be washed in cold water and be free from debris before being placed in the sterilizer. Any organic or other substances on equipment will prevent sterilization.
4. Un-bagged sterilization equipment is for immediate use only.
5. Equipment must be dry before being bagged. The bags must be undamaged & sealed before being loosely packed in the tray. Holding time for sterilization includes time to allow for steam penetration of bags. Bags must be dry before the sterilizer door is opened.
6. Please
 - a. Study the sterilizer technical manual & the disclaimer therein.
 - b. Follow accepted professional practices.
 - c. Refer to Australian Standard- AS4187 and AS/NZ 4815-2001

DO NOT ATTEMPT TO OPEN DOOR DURING STERILIZATION CYCLE OR WHILST CHAMBER IS PRESSURISED.

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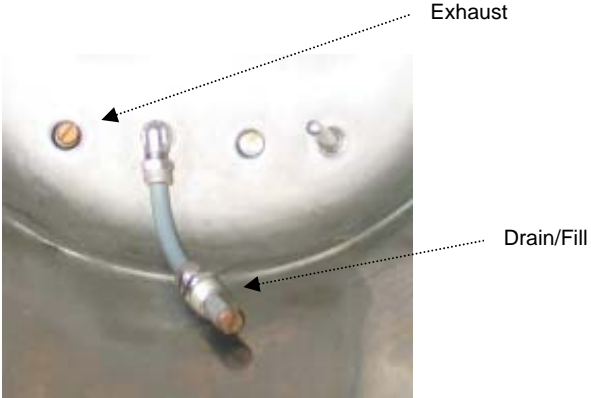
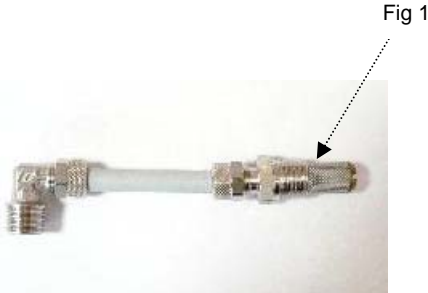


Note: This Safe Operating Procedure must be reviewed :

- a) after any accident, incident or near miss;
- b) when training new staff;
- c) if adopted by new work group;
- d) if equipment, substances or processes change; or
- e) within 5 years of date of issue.

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SILTEX 250DV STEAM STERILIZER MAINTENANCE REQUIREMENTS

<p>DAILY</p>	<p>Wipe out chamber using a soft cloth. This removes all dirt and prevents sediment deposits. When the pressure is vented, residual dirt can cause valve malfunction and blockages</p> <p>Do not use abrasive material for cleaning inside of chamber</p>
<p>WEEKLY</p>	<p>Before removing filters/strainers, clean chamber with 1% vinegar solution. Two filters are installed in the chamber. They are:-</p> <ol style="list-style-type: none"> 1. Exhaust filter 2. Combination drain & fill filter <div data-bbox="459 667 1048 1066" data-label="Image">  </div> <p>For filter 1,</p> <ol style="list-style-type: none"> 1. Unscrew filter anticlockwise 2. Clean filter with brush 3. Screw strainer back into chamber <p>Note: For drain/fill filter 2, the filter is attached to a flexible rubber hose</p> <p>To remove filter 2:</p> <ol style="list-style-type: none"> 1. Unscrew anticlockwise from adaptor (fig 1) 2. Clean filter with brush 3. Screw strainer back into adaptor <div data-bbox="1249 1027 1675 1321" data-label="Image">  </div>

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MONTHLY	<p>Clean Condensation Tank</p> <ol style="list-style-type: none">1. Connect the silicone tube (supplied with the sterilizer) to the tap2. Drain the overhead condensation tank by opening the front mounted tap3. Flush tank with 2 litres of clean hot water4. Close the front mounted tap5. Refill with fresh demineralised/distilled water
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Note 1: Do not use any detergents, sterilizing solutions or anti-rust tablets in the sterilizer

Note 2: If sediment build up is observed, it is recommended that a thorough clean of the condensation tank is carried out by authorized service personnel