

LOCATION DETAILS

School/Branch: School of Medical Sciences, Pharmacology N533

SAFE OPERATING PROCEDURE DETAILS

Task/activity (including specify particular equipment, substance)

Thermal Cyclers

Date prepared:

19/8/2008

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

Name Dr Janet Coller
Gordon A. Crabb

Position FTT Fricker Research Fellow
Lab Manager, HSO

Signature



RISK ASSESSMENT

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

Yes No

See Risk Assessment dated:
21/8/2008

Risk Rating:

Low
 Medium
 High
 Very High

SAFE OPERATING PROCEDURE DETAILS

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

The following safety precautions must be adhered to:

- Laboratory coat, safety glasses and nitrile gloves must be worn at all times.
- Any spills must be cleaned up immediately with copious amounts of water followed by spraying with 70% ethanol located in the lab.
- All waste (tubes, pipette tips, gloves, paper towel from wiping down benches and equipment) must be disposed of in the yellow biohazard bag.
- All equipment must be checked for in date electrical safety tags, do not use if out of date and inform Dr J Coller immediately.

Procedure:

YOU MUST BE TRAINED PRIOR TO PERFORMING THIS PROCEDURE. THIS EQUIPMENT MUST NOT BE LEFT ON 4°C SOAK STEP FOR LONGER THAN 16HR.

1. These thermal cyclers are expensive equipment and must be used correctly to ensure their use over extended period of many years.
2. You must book the thermal cycler in advance to ensure other lab users are aware when it will be free. If you haven't booked it and someone is using it then your samples will have to be stored on ice until it is free which is not ideal for any longer than 1hr.
3. To turn on thermal cycler, flip switch at back and allow the cycler to run through it's warm up / testing procedures.
4. Once this has been completed, lift the lid of the cycler and place PCR tubes into slots in the machine, then close the lid and slower lower inside lid with front roller until you see the lid rise slightly at the front, then turn back half a turn. This will ensure that the heated lid has contact with the lids of the PCR tubes.
5. Following prompts on screen and using arrow keys to work the way through, select your assay cycling program and start the run.
6. Check on the progress of the run and when finished and at soak step of 4°C cancel the program and return to main menu of cycler. Unscrew lid and lift to remove your samples, close lid and switch off power at the back of cycler.
7. If another person's samples are in the thermal cycler that you are booked to use and have finished running through their program, you may remove them and place them in the designated area in the -20°C freezer in Rm N533.

IF THERE ARE ANY ERRORS WITH THE MACHINE CONTACT DR J COLLER OR MR GORDON CRABB IMMEDIATELY

Contact person for this SOP: Dr J Coller, Rm N515, ext 33906

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.