1. **Principle**

Standards and licensing require that TML equipment be cleaned regularly and maintained in good operating condition.9.1

1. **Scope and Related Policies**
	1. Always wear protective gloves when using a non-corrosive disinfectant agent.
	2. Maintenance should be performed as per manufacturer recommendations or biannually.9.1
2. **Specimen – N/A**
3. **Materials**

**Equipment:** Refrigerated Centrifuge

**Supplies:** Non-corrosive Disinfectant Agent

 QA.017F1- Refrigerated Centrifuge Weekly Cleaning
Record

 QA/017F2 – Refrigerated Centrifuge Biannual
Maintenance Record

1. **Quality Control – N/A**
2. **Procedure**

|  |  |
| --- | --- |
| * 1. Biannual Maintenance:
 | * + 1. Record the set time, temperature, speed for each program to ensure it is as defined on the sheet posted on the lid of the centrifuge.
 |
| * + 1. Observe and record actual temperature and speed for each program to ensure they are in accord with the program settings.
 |
| * + 1. Document on Form QCA.017F2. Notify supervisor of any abnormalities.
 |
| * 1. Weekly Cleaning:
 | * + 1. Wipe out under the rotor with a soft cloth to remove any condensation.
 |
| * + 1. Once a week, or as required, if a spill occurs buckets must be removed and soaked in a non-corrosive disinfectant agent for at least 10 minutes and cleaned thoroughly.
 |
| * + 1. Document on Form QCA.017F1. Notify supervisor of any abnormalities.
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1. **Reporting**
	1. Supervisor or designate must review record of cleaning monthly and initial that the review has been performed.
2. **Procedural Notes – N/A**
3. **References**
	1. Standards for Hospital Transfusion Services v3 February 2011. Canadian Society for Transfusion Medicine. 3.1.1; 3.1.2; 3.1.3; 3.3.2
	2. IQMH Accreditation Requirements and Guidance Information, December 2013, Version 6; IV
4. **Revision History**

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| --- | --- |
| **Revision Date** | **Summary of Revision** |
| September 1, 2015 | * Revised name of manual
* Renumbered procedure from QCA 019 to QCA 017
* Revised section 4.0
* Updated list of references to include most recent editions
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