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. |

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 |