



INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

**MAKERERE UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

STANDARD OPERATING PROCEDURE

TITLE: OPERATING A BENCH TOP CENTRIFUGE		PAGE 1 of 5
SOP #: IBRH₃AU-SOP-EQT-005.1	Effective Date: 09/01/2014	Next Rev: DEC 2015
Prepared by: _____	Reviewed by: _____	Approved by: _____
(Signature & Date) NAME: Musinguzi Henry TITLE: Lab Manager	(Signature & Date) NAME: Dr. Samuel Kyobe TITLE: Coordinator	(Signature & Date) NAME: Prof Moses Joloba TITLE: Principal Investigator

VALIDATION AND RETIREMENT

	NAME	DATE
Validated by:		
Retired by:		

ACKNOWLEDGEMENT OF READING AND UNDERSTANDING

I have received and understood the training on this SOP. If I have not understood the training I have asked the trainer to retrain me to ensure that I completely understand all the requirements.

	NAME	SIGNATURE	DATE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

STANDARD OPERATING PROCEDURE

TITLE: OPERATING A BENCH TOP CENTRIFUGE		Supersedes SOP#:None
SOP#: IBRH ₃ AU-SOP-EQT-005.1	Effective Date:09/01/2014	Next Rev: DEC 2015

Table of Contents

VALIDATION AND RETIREMENT	1
ACKNOWLEDGEMENT OF READING AND UNDERSTANDING	1
1 PURPOSE	3
2 SCOPE	3
3 RESPONSIBILITY	3
4 PROCEDURE	3
5 CARE AND MAINTENANCE	3
6 ATTACHMENTS	4
7 REVISION HISTORY	5



INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

STANDARD OPERATING PROCEDURE

TITLE: OPERATING A BENCH TOP CENTRIFUGE		Supersedes SOP#: None
SOP#: IBRH₃AU-SOP-EQT-005.1	Effective Date: 09/01/2014	Next Rev: DEC 2015

1. PURPOSE

To maintain all refrigerated centrifuges in their proper working condition.

2. SCOPE

This SOP applies to all IBRH3AU lab personnel.

3. RESPONSIBILITY

All laboratory technologists that are involved in the daily maintenance of laboratory equipment

4. PROCEDURE

- 4.1. Power the centrifuge by pressing the switch on the wall, besides the centrifuge then press the lid baton to open. Make sure nothing of weight is contained in the centrifuge racks.
- 4.2. Insert the Stoppard tubes of the same weight into appropriate adaptors diagonally to balance the buckets then close the buckets “tightly” with transparent tops/lids. The Rotor Must be properly balanced (Imbalance may cause increased wear and frequent breakage of tubes).
- 4.3. Only the recommended tubes by the Manufacturer should be used and should have a Tapered bottom with a Size to fit securely into the adaptors of the centrifuge. Tubes should be unStoppard prior to being centrifuged to reduce the probability of an aerosol being produced when the tube is opened.
- 4.4. Close the centrifuge lid tightly, set the temperature, speed and the time required then press start/stop baton located on the lower right corner of the centrifuge keyboard.
- 4.5. Leave it to run for the set time until it stops automatically, press the lid baton to open the centrifuge remove centrifuge caps and pick out all the tubes.
- 4.6. All equipment is to be maintained daily and serviced after every three months.
- 4.7. Switch off the centrifuge quickly in case of any tube breakage or imbalance.
- 4.8. Do not leave any tubes in the racks after centrifugation is done.
- 4.9. Report/ record all errors that occur.

5. CARE AND MAINTENANCE

- 5.1 Train Every New staff in the laboratory on the appropriate use of the centrifuge and assess the competency.



INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

STANDARD OPERATING PROCEDURE

TITLE: OPERATING A BENCH TOP CENTRIFUGE		Supersedes SOP#: None
SOP#: IBRH₃AU-SOP-EQT-005.1	Effective Date: 09/01/2014	Next Rev: DEC 2015

- 5.2 Ensure that buckets are properly balanced.
- 5.3 Clean the centrifuge every after use with a disinfectant.
- 5.4 Check speed once every 3 month.
- 5.5 Check timer quickly against the reference standard timer.
- 5.6 Measure the temperature of refrigerated centrifuge every month.
- 5.7 Brushes should be checked every 3 month and repaired when they show considerable wear.
- 5.8 Avoid stopping the machine mechanically as this practice wears out brushes, always remember to switch off and to cover the machine every after work.
- 5.9 Repairs should be done by a competent engineer and service records kept in the centrifuge file.
- 5.10 For trouble shooting: Refer Centrifuge Manual.
- 5.11 For mechanical problems: contact service personnel.

6. ATTACHMENTS

- 6.1 Centrifuge maintenance logs; refer to **IBRH3AU-FORM-014**.



INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

STANDARD OPERATING PROCEDURE

TITLE: OPERATING A BENCH TOP CENTRIFUGE		Supersedes SOP#: None
SOP#: IBRH₃AU-SOP-EQT-005.1	Effective Date: 09/01/2014	Next Rev: DEC 2015

7. REVISION HISTORY

Revision No	Effective Date	Description of Changes Made from Preceding Revision	Approved by/ Date

ANNEX 1: DOCUMENTATION OF SUGGESTED CHANGES TO THIS SOP

CLAUSE	SUGGESTION	BY	DATE