

<b>Frederick National Laboratory for Cancer Research</b> <small>sponsored by the National Cancer Institute</small>	HPV Serology Laboratory Standard Operating Procedure	
Use and Maintenance of the Agilent Bioanalyzer		
<b>Document ID: HSL_EQ_027</b>	Version 1.0	Page 1 of 5

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Author Name	Title	Signature/Date

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**1. PURPOSE**

- 1.1. The purpose of this procedure is to describe the general use and maintenance of the Agilent 2100 Bioanalyzer.

**2. SCOPE**

- 2.1. This procedure applies to the HPV Serology Laboratory located at the Advanced Technology Research Facility, Room C2007.

**3. REFERENCES**

- 3.1. HSL\_EQ\_027.01: Bioanalyzer Use and Maintenance Form
- 3.2. HSL\_GL\_001: Waste Disposal at the Advanced Technology Research Facility
- 3.3. HSL\_GL\_002: Equipment Qualification and Calibration in the HPV Serology Laboratory
- 3.4. HSL\_GL\_003: Good Documentation Practices for the HPV Serology Laboratory
- 3.5. HSL\_GL\_007: Reagent and Chemical Expiry in the HPV Serology Laboratory
- 3.6. HSL\_GL\_008: Laboratory Flow and Gowning Procedures for the HPV Serology Laboratory
- 3.7. HSL\_GL\_010: Control and Request of Documents in the HPV Serology Laboratory

**4. RESPONSIBILITIES**

- 4.1. The Research Associate, hereafter referred to as analyst, is responsible for reviewing and following this procedure.
- 4.2. The Scientific Manager or designee is responsible for training personnel in this procedure and reviewing associated documentation.
- 4.3. The Quality Assurance Specialist is responsible for quality oversight and approval of this procedure.

**5. REAGENTS, CHEMICALS AND EQUIPMENT**

- 5.1. Agilent 2100 Bioanalyzer
- 5.2. Reagent-grade Isopropanol
- 5.3. Lint-free lens wipe

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5.4. Fuse, 1A 250V TD FE UL-L (Agilent, Cat # 2110-0007)

## 6. HEALTH AND SAFETY CONSIDERATIONS

- 6.1. Proper safety precautions should be taken while working in a laboratory setting. This includes, but is not limited to, proper protective equipment such as lab coats, safety glasses, closed-toe shoes, and non-latex gloves.
- 6.2. Refer to the respective SDS when working with any chemicals.
- 6.3. Refer to “HSL\_GL\_001: Waste Disposal at the Advanced Technology Research Facility” regarding waste disposal processes at the ATRF.

## 7. DEFINITIONS

Term	Definition
ATRF	Advanced Technology Research Facility
FME	Facilities, Maintenance and Engineering
HPV	Human Papillomavirus
HSL	HPV Serology Laboratory
SDS	Safety Data Sheets
SOP	Standard Operating Procedure

## 8. GENERAL USE

- 8.1. The Agilent 2100 Bioanalyzer should be kept clean, using a lint-free cloth.
- 8.1.1. Do not allow liquid to drip into the instrument as it may cause the instrument to short or electrical shock to the user.

## 9. QUARTERLY MAINTENANCE

- 9.1. Cleaning the lens is required every three months.
- 9.1.1. To clean the lens, switch the instrument off.
- 9.1.2. Open the lid of the instrument and wipe with a lens tissue dampened with reagent-grade isopropanol.
- 9.1.3. Gently swab the surface of the lens, repeat several times as needed with clean wipes and alcohol.
- 9.1.4. Allow the alcohol to evaporate prior to use.
- 9.1.5. Use “HSL\_EQ\_027.01: Bioanalyzer Use and Maintenance Form” to record the maintenance performed.

## 10. OTHER MAINTENANCE

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- 10.1. Changing the fuses is required when the status indicator is off and the cooling fan is not running.
  - 10.1.1. To change the fuse, switch off the instrument then disconnect the power cable from the power input socket.
  - 10.1.2. Using a screw driver, gently lift the outer plastic housing of the power inlet socket.
  - 10.1.3. Pull out the fuse drawer, then replace the 2 fuses.
  - 10.1.4. Return the fuse drawer and push until it fits tightly in the instrument.
  - 10.1.5. Close the fuse drawer housing and reconnect the instrument.
  - 10.1.6. Use "HSL\_EQ\_027.01: Bioanalyzer Use and Maintenance Form" to record the maintenance performed.

## **11. YEARLY MAINTENANCE**

- 11.1. Facilities, Maintenance and Engineering (FME) or a contracted vendor shall certify and perform annual calibration maintenance of the Agilent 2100 Bioanalyzer.
  - 11.1.1. Use "HSL\_EQ\_027.01: Bioanalyzer Use and Maintenance Form" to record the maintenance performed.

## **12. ATTACHMENTS**

- 12.1.1. Not applicable.

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**13. REVISION HISTORY**

Revision Start Date	Version #	Changes	Reasons
20Jul17	New	Create new SOP for the Agilent 2100 Bioanalyzer.	New SOP.

