

Equipment Operation Procedure

Title: U	Use and Maintenance of the Acubuoy Pipette Aids	
Version: v	2	
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Valid to:	31/12/2022	

SOP History		
Number	Date	Reason for Change
v1	01/01/2013	Original
V2	01/01/2018	Update
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1.0 Purpose –

The purpose of this SOP is to outline the principles of the routine use and maintenance of the Pipet aids in Laboratory 248 at the St Andrews School of Medicine (SASoM).

2.0 Scope -

This SOP applies to routine use and maintenance of the Pipet aids within the SASoM.

3.0 Responsibilities -

It is the responsibility of all users of the Pipet aids within the SASoM to comply with this SOP.

4.0 Procedure -



Equipment Operation Procedure



- Battery compartment lid
- O-ring
- Pipette mount
- Filter rubber
- Filter
- Pipettor mount rubber
- Nose piece
- Battery

If present, set the speed for filling and dispensing.

Insert the required pipette into the nose piece on the Pipet aid, make sure it is securely in place otherwise the pipette will not draw fluids or leak down when the top button is not being depressed.

Hold the pipette vertically and immerse the tip an adequate distance below the surface of the liquid.

While depressing the top button the pipette fills with the liquid solution. Fill to the desired amount, do not overfill.

Transfer the pipette to where you require the liquid to be dispensed.

It is recommended to hold tip at an angle against the inside of the vessel.

Depressing the lower button empties the pipette

The rate of flow is proportional to the amount each button is depressed.

Never lay the pipette down with liquid in the tip because this can cause liquid to flow into the Pipet aid!

Recharging/ Replacing Battery :

The battery in the Pipet aid can be recharged by plugging the power transformer into the pipet aid.

The Pipet aid can be used while plugged into the transformer.

The battery is a nickel metal hydride rechargeable battery. To obtain the maximum life from the battery, recharge overnight as a routine.





The battery can be replaced by sliding out the cover. The battery should be placed in the waste area in room 11.

Filter replacement:

See disinfecting the pipette holder in general maintenance.

5.0 Personal protection –

Howie coat must be worn at all times.

Gloves as specified in the appropriate COSHH RA

6.0 Spillages -

Always clean up any spills immediately after use.

Only you know what you have spilt and are aware of that chemicals hazard.

Mop up spills with paper towels. Wash the site of spillage with water & detergent.

7.0 General maintenance -

Clean surfaces of the apparatus with soft cloth and alcohol.



Disinfecting the pipette holder:

Press nose piece (1) firmly against part (4) and turn counterclockwise. Nose piece (1) will disengage after about 1/8th of a turn.

Unscrew part (4).

Remove sterile filter (3) and nose cone silicone rubber.

Reassemble nose piece (1), silicone rubber (2) and part (4) (but omitting sterile filter!) and autoclave.

Before using again, re-insert sterile filter (3).

8.0 Related documents -

- 8.1 Equipment manual
- 8.2 Risk assessments RA/MH/002



9.0 Approval and sign off -

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