

**Document Number: SASoM/EQUIP/028.v2****Title: Use and Maintenance of the Eppendorf Mini Spin Centrifuge****Version: v2****Author: Peter Mullen**

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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

1.0 Purpose –

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

2.0 Scope –

This SOP applies to routine use and maintenance of the Mini Spin Centrifuge within the SASoM.

3.0 Responsibilities –

It is the responsibility of all users of the Mini Spin Centrifuge within the SASoM to comply with this SOP.

4.0 Procedure –

Press OPEN to open the lid.

Load the rota symmetrically.

Fasten the rota lid and close the centrifuge lid.



Equipment Operation Procedure

Use the ▲▼ keys to change the run time/speed. Time can be selected between 15 seconds and 99 minutes.

For continuous spin, change the time to display 00 by using the ▲▼ keys, the time is counted upwards in minutes once the run starts.

Press START/STOP to start the run.

To end the run prematurely press START/STOP.

After the run, the lid will open automatically.

If you require a short spin press the SHORT SPIN key and the run will last as long as the key is held down, the display will show actual spin time achieved.

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 mild detergent.

Check the rota regularly for deposits and damage.

8.0 Related documents –

- 8.1 Equipment manual
- 8.2 Equipment Maintenance Information sheet
- 8.3 Risk assessments – RA/GEN/003 & COSHH/002



9.0 Approval and sign off –

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Management Approval:

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Control