



**Document Number:** SASoM/EQUIP/044.v2

**Title:** Use and maintenance of the Labofuge 400R refrigerated centrifuge.

**Version:** v2

**Author:** Paul Reynolds

Effective from:	07/02/2018
Valid to:	06/02/2023

SOP History		
Number	Date	Reason for Change
v1	07/02/2013	Original
V2	07/02/2018	Update

### 1.0 Purpose –

The purpose of this SOP is to outline the principles of the routine use of the Labofuge 400R refrigerated 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 Labofuge 400R refrigerated centrifuge within the SASoM.

### 3.0 Responsibilities –

It is the responsibility of all users of the Labofuge 400R refrigerated centrifuge within the SASoM to comply with this SOP.

### 4.0 Procedure –

The centrifuge is usually in standby mode at ambient temperature (around 20°C). It should not be left on when a lower temperature is set since it will try to cool the whole room to this setting. Leave the centrifuge in a clean state, wipe any spills immediately with water, then 70% ethanol.



Equipment Operation Procedure

1. Check that the correct bucket inserts are fitted for your size of tube, that all 4 buckets are present and moving freely on the trunnions (bucket supports). These trunnions should be greased periodically to maintain free movement of the buckets.
2. Ensure that buckets directly opposite each other have the same load (i.e. are balanced). The bucket lids may be used to secure the bucket contents, and should always be used if spinning primary clinical samples (eg bloods, primary digests etc).
3. Secure the centrifuge lid by pressing firmly on the lid, which will click down.
4. Select speed (or g), time and temperature on the control panel. For cell line pellets, typically 1,200 rpm for 3 minutes at 20°C. Select or disable the brake by toggling the brake button – the red light indicates that the brake is enabled.
5. Press start to begin spin.
6. Once complete, press the lid button to release the lid.

#### 5.0 Personal protection –

Tissue culture room lab coat must be worn at all times when in 248K.

#### 6.0 Training –

All users have to be trained before using the Instrument by a designated person.

#### 7.0 Related documents –

RISK ASSESSMENTS

RA-BIOL-004

RA-COSHH-004



## 8.0 Approval and sign off –

### Author:

Name: Paul Reynolds

Position: Lecturer

Signature: Date:

### Management Approval:

Name: Mary Wilson

Position: Laboratory Manger

Signature: Date:

### QA release by:

Name: Alex MacLellan

Position: QA Manager

Signature: Date:

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