



**Document Number:** SASoM/EQUIP/003.v2

**Title:** Use and Maintenance of the Eppendorf Multipette

**Version:** v2

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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 for the routine use and maintenance of the Eppendorf Multipette in Laboratory 248 at the St Andrews School of Medicine (SASoM).

### 2.0 Scope –

This SOP applies to routine use and maintenance of the Eppendorf Multipette within the SASoM.

### 3.0 Responsibilities –

It is the responsibility of all users of the Eppendorf Multipette within the SASoM to comply with this SOP.

### 4.0 Procedure –

If using 25ml or 50ml Combitips, connect the Adapter to the Combitip before attaching to the Multipette plus.

Slide the blue 'filling lever' right to the bottom and hold it there.

Whilst holding the blue 'filling lever' firmly downwards, push the Combitip into the Multipette. It may be necessary to rotate the Combitip slightly clockwise / anticlockwise slightly before it will locate correctly. **DO NOT FORCE** the Combitip into the Multipette.



The volume selection wheel has 20 positions indicated by the figures '1' to '10' and 0.5 positions indicated by a spot.

Select the volume by turning the volume selection wheel until it locks into the desired position.

The dosage lever changes its position when the volume selection wheel is turned. When setting small volumes (position 5 and below) the dosage lever is reduced automatically.

Immerse the tip of the Combitip in the liquid.

Slowly and steadily push the 'filling lever' up to the stop. The display will flash, signifying that the Multipette is not yet operational.

Press the dispensing lever once to discard the first dispensed liquid volume. The display should no longer flash but rather indicate the dispensing volume; it is now operational.

Press 'dispensing lever' to dispense into tubes/wells.

After refilling the Combitip, discard the first dispensing step.

You can change the volume between dispensing steps by turning the volume selection dial.

After use, expell all residual liquid by pushing the filling lever right to the bottom.

**WITH THE 'FILLING LEVER' FIRMLY IN ITS LOWER POSTION**, press both ejection buttons at the same time. The Combitip is released from the Multipette and the display goes out. **DO NOT FORCE** the Combitip out of the Multipette.

Unscrew the reusable adapter from the 25ml & 50ml Combitip, if using.

## 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.

## 8.0 Training –

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

## 9.0 Related documents –

- 9.1 Equipment manual
- 9.2 Equipment Maintenance Log
- 9.3 Equipment Maintenance Information sheet

## 10.0 Approval and sign off –

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