CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

Crime Laboratory – Biology Section Automate Maintenance Worksheet



Interval: Every month
Instrument: Automate -

Specifications: Grease D-Rings & clean. Indicate satisfactory performance in Status.

D-Rings: To maintain the integrity of the D-ring and allow for proper fitting of the pipette tips to prevent leakage, place a small amount of any vacuum-type silicon grease onto a pipette tip. Cover the nozzle hole with a grease-free gloved finger while apply the silicon grease to the entire D-ring surface. Wipe off any excess grease on the edges of the nozzles with a lint-free wipe before removing finger from the nozzle hole. Do not apply excess grease, as this can cause the pipettes to bind.

Cleaning: From the Main Menu, press 1 to display the Manual screen. Press 3 (Clean), then press 1 to lower the piercing unit. Clean the piercing unit with ethanol applied to a low-lint wipe.

Remove the cartridge rack & tip and tube rack. Turn off the instrument, then gently push the tray platform toward the back of the instrument. Holding the front edge of the tray, remove the tray from the instrument. Wash the cartridge rack, tip and tube rack, and tray with mild detergent. A dedicated brush & spray bottle with a soap/water mixture are used. Thoroughly rinse with DI-water (optional: rinse with tap water before the DI-water rinse). Dry completely before returning these items to the instrument.

Wipe the door panel & magnets with a low-lint wipe moistened with deionized water (do NOT clean the clear door panel with ethanol, DNA-away, bleach, or other acid or basic cleaners) and then wipe dry.

Date	Analyst	D-Rings	Cleaned	Status	Comments