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| **Name of Institution** |
| Completion Date: | Completed By: |

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| **Centrifuges & Microcentrifuges Checklist****\*Units that are too large to fit in biological safety cabinet and have removable rotors or buckets** |
| Rev Date: DD MON YYYY |
| **Step** | **Action** | **Complete** |
| 1 | Rotors/buckets and tubes/bottles sprayed with (disinfectant) and placed inside a biological safety cabinet (BSC) for loading. |  |
| 2 | Examine the tubes and bottles for cracks or stress before using them. DO NOT USE CRACKED OR DAMAGED ITEMS. |  |
| 3 | Do not overfill the centrifuge tubes as leakage may occur. The best practice for most centrifuge tubes/bottles is ¾ full. |  |
| 4 | Inspect the “O” ring seal of the safety bucket/rotor, the inside of the safety buckets/rotors (replace if necessary). Remove debris from the rubber rings/seal or buckets/rotors. |  |
| 5 | Load samples into rotor/rotor buckets and cap the rotor/rotor buckets while in the BSC. |  |
| 6 | Always check to make sure tubes are securely capped before spinning and that the load is properly balanced. |  |
| 7 | Place lid on rotor/buckets, spray outside of rotors/buckets with (disinfectant) and return rotor/bucket to the centrifuge. |  |
| 8 | Upon completion of spin, the centrifuge lid should remain closed for a minimum of five (5) minutes to allow any potential aerosols to settle. |  |
| 9 | Rotors/safety buckets must never be opened in the open laboratory. They should be opened inside a biological safety cabinet. |  |
| 10 | Spray the rotor/bucket with (disinfectant) and place it in a BSC for unloading. |  |
| 11 | Centrifuge rotors, buckets, lids, and rotor chambers must be disinfected with (disinfectant) following use. |  |