

# Standard Operating Procedure

SOP 1

TITLE: Plate Washing 0.1

## Contents

Scope.....	1
Procedure.....	1
Protocol.....	Error! Bookmark not defined.
Disposal of waste .....	Error! Bookmark not defined.
Plate Maintenance .....	2
Emergency Procedures .....	2
Referenced Documents .....	3
Links to other risk assessments or standard operating procedures .....	3
Version Control .....	3

## Scope

This SOP details how the Biomek FX liquid handling robot is maintained.

## Procedure

### Protocol

For example:

1. Set Up
2. Operational Controls
  - 2.1. The Biomek FX robot requires routine maintenance to check the accuracy and effective operation of the multichannel pod (Pod1). This includes homing the pod, and running a framing procedure to maintain precision in liquid handling operations and labware manipulations
3. PPE
  - 3.1. Gloves
  - 3.2. Safety Glasses
  - 3.3. Lab coat
4. Operational procedure
  - 4.1. The agar in the rectangular plate must be removed using a spatula. All agar must be transferred into a medium sized solid autoclave bin.

SOP1

Date:

Revision 00

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<insert Unit name>

Issue

Page 1 of 3

- 4.2. The empty plates must be soaked in a 1% Virkon (10g Virkon per L of water) solution for at least 1 hour
- 4.3. The plates should be removed from the Virkon solution and rinsed in water
- 4.4. The plates should be stacked in the blue racks in Second Floor Cookson Building Washing Area. The racks can be stacked three high on the plain rack in the dishwasher. Select programme G and press the start button.
- 4.5. When the cycle is finished transfer the blue racks to the drying oven in Second Floor Cookson Building Washing Area for at least 12 hours
- 4.6. When all of the plates are dry lid the plates and stack them ten high.
- 4.7. Wipe any text from the plates with a 70% ethanol and blue roll.
- 4.8. Place the stack of ten plates in a blue VeryUsefulBox. Each box takes ten stacks of ten plates at a time.
- 4.9. The box of plates should be autoclaved at 121C for 15 minutes. No hotter as the plates will deform and become unusable.
- 4.10. After autoclaving the plates must be dried in the drying oven for 24 hours. Once dried the plates can be used to pour fresh agar plates.

## Disposal of Waste

Tissues, masks and gloves and used agar are sent for autoclaving. Waste Virkon solution can be washed down sink with copious quantities of water.

## Plate Maintenance

Check plates for deformity

## Emergency Procedures

### Virkon

Worse case spill of solution would be 20 litres. Absorb with a spill blanket from the Hazardous spill response kit. Place in an autoclave bag. Wash area with water.

Small spills (200ml or less) should be mopped up with tissues and placed in an autoclave bag. Wash In case of eye contact the affected area should be washed in water for 15 minutes before consulting a doctor

If swallowed see medical advice immediately

If Ethanol comes into contact with hands wash hands immediately with soap and plenty of water

### Ethanol

The maximum anticipated size of spillage is 2L. Should this occur all liquid should be mopped up with blue roll and placed in a large waste bin to be incinerated.

In case of eye contact the affected area should be washed in water for 15 minutes before consulting a doctor

If swallowed see medical advice immediately

If Ethanol comes into contact with hands wash hands immediately with soap and plenty of water

## Referenced Documents

COSHH\_Virkon\_0.1

COSHH\_Ethanol\_0.1

## Links to other risk assessments or standard operating procedures

PlateWashingRiskAssessment\_0.1

## Version Control

From	To	Reason for Change

Issued by :

Signature: