

Human Immunology Center Core Laboratory
David H. Smith Center for Vaccine Biology and Immunology
Aab Institute of Biomedical Sciences

STANDARD OPERATING PROCEDURE: Operation and Maintenance of the VWR
VistaVision Inverted Compound Microscope Model 12778-198

Date: 01/04/07

Author: Shelley Secor-Socha

Approval: Dr. Sally Quataert

1. Purpose/Scope:

The purpose of this procedure is to outline the operation and maintenance of the Inverted Compound Microscope from VWR located in the Human Immunology Core Laboratory (HIC).

2. General Policy:

The HIC will adhere to the specific guidelines recommended by VWR for the use and maintenance of the inverted microscope. The specific policy will be outline below for use and care of the microscope. This will also include the proper documentation indicating that the maintenance recommended has been completed and also tracking of any issues or problems with the microscope on the maintenance log worksheet

3. Specific Policy

3.1. Installation of the Inverted Microscope

3.1.1. Reference the operation manual for the specific installation procedure of the inverted microscope.

3.1.1.1.The microscope should be installed in an area with limited vibration.

3.1.1.2.The microscope should not be exposed to high temperatures or humidity.

3.1.1.3.Do not place the instrument in areas that are extremely dusty.

3.2. Operation of the Inverted Microscope

3.2.1. Reference the manual for specific operation

3.2.1.1.Record all relevant information on the current maintenance log worksheet located in the HIC Equipment File.

3.2.1.2.Place the dust cover over the microscope when not in use.

3.2.1.3.When using the microscope, place the slide, plate, or flask on the stage using a gloved hand. All adjustments made to the microscope are made with an ungloved hand.

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- 3.2.1.4. The brightness control is located at the bottom right on the base of the microscope. This can be used to control the amount of illuminated light through the microscope.
- 3.2.1.5. The focus controls are the knobs on both sides of the microscope near the base. The course and/or fine adjustment can be moved clockwise or counterclockwise to make the image under the scope visible and crisp.
- 3.2.1.6. The focus tension adjustment is located on the left side of the microscope behind the coarse adjustment knob. This is set at the factory for ease of use and is typically not changed. The ring can be turned towards the back of the microscope for more tension or turned towards the front of the scope for less tension.
- 3.2.1.7. The focus stop control is a lever located on the right side of the microscope between the course adjustment and the body of the microscope. The stop control prevents longer objectives from coming in contact with the stage or specimen. Focus on the specimen with the course adjustment. Move the lever towards the front of the microscope. This will set an upper limit on the coarse adjustment. The fine adjustment is not affected by this setting.
- 3.2.1.8. The interpupillary distance can be changed by adjusting the optical head using a folding motion.
- 3.2.1.9. The diopter adjustment ring can be changed to compensate for differences in eyesight from one person to another.

3.3. Maintenance of the Inverted Microscope**3.3.1. Every 6 Months****3.3.1.1. Clean the Frame and Stage of the Microscope**

- 3.3.1.1.1. Disconnect the plug from the main outlet. Clean the frame and stage with 70% EtOH and a soft cloth. Let dry before use.

3.3.1.2. Clean Optical Parts

- 3.3.1.2.1. Using lens paper and a lens cleaner, gently clean the optics

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3.3.2. Yearly

- 3.3.2.1. An annual preventative maintenance visit is performed by Spectra Services.
The phone number for Spectra Services is 585-265-4320.

Reference:

Instruction Manual for the Inverted Compound Microscope Model 1278-198 is located in the equipment file in the HIC laboratory

Attachments:

Maintenance Log Worksheet

Revision History

Version	Change	Impact	Justification	Change Date:
Legacy	No sign off	New/HIC startup		01/03/05
HIC-4-0009	New	Glove policy	Control document management system	01/04/07