

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 Traceable Memory Monitoring Thermometer

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1. Purpose/Scope:

The purpose of this procedure is to outline the operation and maintenance of the Traceable memory monitoring thermometers located in the Human Immunology Core Laboratory (HIC).

2. General Policy:

The HIC will adhere to the specific guidelines recommended by the manufacture for the use and maintenance of the Traceable memory monitoring thermometers. The specific policy will be outline below for use and care of the Traceable memory monitoring thermometers. 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 Traceable memory monitoring thermometers on the maintenance log worksheet

3. Specific Policy**3.1. Installation of the Traceable Memory Monitoring Thermometers**

3.1.1. Reference the instruction manual for the specific installation procedure of the Traceable memory monitoring thermometers.

3.1.1.1. Plug the probe into the jack on the side of the thermometer.

3.1.1.2. Press the reset button on the back of the thermometer. This should be done whenever changes are made to the unit.

3.1.1.3. Verify the thermometer is calibrated properly by placing the probe in an ice plus water bath in a Styrofoam container that has stabilized for 5 minutes before inserting the temperature probe to the appropriate immersion depth. Make sure that the probe does not hit the bottom or sides of the container. Read the temperature after a minimum of 30 minutes. Verify the temperature reads 0 °C.

3.1.1.4. Place the thermometer in alarm display mode and set the high and low alarm temperatures. (See operation section 3.2.3.)

3.1.1.5. Set the display so the temperature is shown in Celsius by sliding the switch to °C.

3.1.1.6. Set the sampling rate to normal (every 60 seconds).

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3.1.1.7. Place the probe on the inside of the refrigerator. The thermometer is located on the outside of the refrigerator.

3.2. Operation of the Traceable memory monitoring thermometers

3.2.1. Reference the Traceable memory monitoring thermometer instruction manual for operation.

3.2.1.1. Record all relevant information on the current maintenance log worksheet located in the equipment file.

3.2.1.2. Reset the Thermometer

3.2.1.2.1. Using a paper clip, push the reset button in the back of the thermometer.

3.2.2. Reset the MIN/MAX setting.

3.2.2.1. Place the thermometer in normal display mode by pressing the mode button until MIN and MAX temperatures are displayed.

3.2.2.2. Press the memory clear button to clear both the MIN and Max temperatures or use the MIN and MAX buttons on the back of the thermometer to reset them individually.

3.2.3. Set the High/Low alarm

3.2.3.1. Press the mode button until alarm display mode is visible.

3.2.3.2. To set the high temperature alarm, press and hold the high button on the back of the thermometer until the desired temperature is reached.

3.2.3.3. Repeat for the low temperature alarm using the low button.

3.3. Maintenance of the Traceable memory monitoring thermometers

3.3.1. Yearly

3.3.1.1. Place the probe in ice water bath as per 3.1.1.3 to verify the thermometer is still monitoring the refrigerator accurately. Allow equilibrating for 30

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minutes and verifying the temperature displayed is 0°C. Replace if out of range.

3.3.1.2. The Manufacturer places a 2-year calibration date on the unit. After this date, it is acceptable to verify the operation of the thermometer by using the procedure above.

3.3.1.3. Replace the unit if it is no longer working properly

Reference:

Reference the Traceable memory monitoring thermometer instruction manual in the HIC lab central manual file.

Attachments:

Maintenance Log Worksheet

Revision History

Version	Change	Impact	Justification	Change Date:
Legacy	No sign off	New/HIC startup		01/05/05
HIC-4-0007	New		Control document management system	01/12/07