

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **INTRAVENOUS ADMIXTURE PROGRAM**
SUBJECT: **STERILE PRODUCTS EQUIPMENT
MAINTENANCE**

CODE: 5.09.1
DATE: 5/20/14
REVISED: 4/19/22
APPROVED: Thinkh Tran, Pharm. D
MEC APPROVED:
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POLICY:

The Inpatient Pharmacy will calibrate and maintain the sterile products equipment according to the manufacturers' recommendations. Equipment pertaining to this policy will be designated in this policy.

PROCEDURE:

INCUBATOR MODELS #10-140 & 12-140

- Maintenance:
 - To clean interior and exterior surfaces, use a damp cloth with or without an all-purpose cleaner. The acrylic door, should only be cleaned using a lint-free cloth. Paper towels can mar the surface of the acrylic door. Use of any commercial cleansers on the acrylic door will cause crazing and cracking of the surface of the acrylic door over time. Periodically check the temperature stability (with the unit empty of contents), by observing the temperature through several cycles of the thermostat.
- Calibration:
 - Turn the temperature control dial to between #5 and #6 on the dial. Allow temperature to rise until the HEAT/CYCLE indicator turns off.
 - Adjust dial (clockwise increases temperature and counterclockwise decreases temperature) until the thermometer reads approximately 30-35 degrees C using a digital memory thermometer. Allow 15 minutes between small dial adjustments for the internal temperature to stabilize.
 - Temperature checks will be documented Monday - Friday and adjusted as needed to maintain the appropriate temperature while the incubator is in use. The weekend temperature range will be documented on the next working day. If the temperature falls out of range the growth media will be discarded and the test repeated.
 - All records will be documented and kept on file for 3 years.
- Repair or Technical issues
Contact:
Quincy Lab customer support at:
Voice: 800-482-HEAT
Fax: 773-622-2282
1925 Leamington Avenue
Email: information@quincylab.com Chicago, Illinois 60639

SteriSHIELD Model SS600

- Maintenance

Reviewed: 6/8/15ll; 10.27.16ll, 4/19/2022 TT

PIC signature: _____ Date: _____

Approved By: *Ben Arndt*

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- The following checks be performed every 6 months, before initial use, after relocation, and after each filter change by a certified technician (CEPA):
 - The Airflow Balance
 - Filter Media and Seal Leak Test
 - Airflow Smoke Pattern Test
 - HEPA filter
 - Pre-filter

*Documentation from CEPA will be maintained and kept on file for 3 years

- Cleaning (see routine cleaning procedure P&P 5.03.9)
- Checking the Airflow
 - Prior to compounding the airflow gauge will be checked and the readings documented, if it drops ten percent or more from the original settings it may indicate the filters may be loading with particulates and needs to be inspected by a certified technician (CEPA)
 - The airflow gauge readings will be recorded every shift and the records will be maintained on file for 3 years.
- Checking the Prefilter
 - The prefilter should be inspected periodically for particulate loading. The prefilter lays on top of the room air intake and can be removed for cleaning.
 - Use a vacuum to clean the particulate off the prefilter then reinstall it.
- Replacing the Fluorescent Lamps
- Open the viewscreen. Remove screws securing the clear light diffuser and slide the assembly towards front of unit. Slide bulb to compress socket and remove. Install in reverse order.
- Repair or Technical issues
Contact:
CEPA Operations, Inc.
1140 E. Locust Street
Ontario, CA 91761
909-923-1988
FAX 909-923-8712

SteriLGARD II SG400

- Maintenance
 - The following checks be performed every 6 months, before initial use, after relocation, and after each filter change by a certified technician (CEPA):
 - The Airflow Balance
 - Filter Media and Seal Leak Test
 - Airflow Smoke Pattern Test
 - HEPA filter

Reviewed: 6/8/15ll; 10.27.16ll, 4/19/2022 TT

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- Exhaust and Supply Filter

*Documentation from CEPA will be maintained and kept on file for 3 years

- Cleaning (see routine cleaning procedure P&P 5.03.9)
- Checking the Airflow
 - Prior to compounding the airflow gauge will be checked and the readings documented, if it drops ten percent or more from the original settings it may indicate the filters may be loading with particulates and needs to be inspected by a certified technician (CEPA)
 - The airflow gauge readings will be recorded every shift and the records will be maintained on file for 3 years.
- **Repair or Technical Issues**
 - Contact:
 - CEPA Operations, Inc.
 - 1140 E. Locust Street
 - Ontario, CA 91761
 - 909-923-1988
 - FAX 909-923-8712

Sterile Products Refrigerator (Kelvinator Scientific BT50RG)

- Maintenance
 - The sterile products refrigerator is maintained and inspected on a semi-annual basis by the Facilities Management Department. Each refrigerator will have a safety electrical/mechanical check. Maintenance records will be kept on file in the pharmacy for 3 years.
- Cleaning (see routine cleaning procedure P&P 5.03.9)
- Temperature monitoring
 - See the Refrigerator/Freezer Control Policy and Procedure 1.11.0
- Repair or Technical issues
 - Contact the Facilities Management Department