

Glasgow Clinical Trials Unit Standard Operating Procedure

| | | | |
|------------|----------------------------------|---------|------------|
| SOP number | 17.052 | Version | 2.0 |
| Title | Grantbio Shaker-Incubator | | |

| | |
|--------------------------|--------------------------|
| Prepared by Signature | Shona Perry Date |
| Approved by Signature | Lynn Prentice Date |
| Released by Signature | Julie Brittenden Date |

| | | | | | |
|--------------------|---|----------|----------|----------|----------|
| SOP category | 17 NHS GG&C Clinical Research Facility – Clinical | | | | |
| Staff category | Staff Category | R | A | C | I |
| | Nursing | X | | | |
| | Principal Investigator | X | | | |
| | Clinical Research Fellow | X | | | |
| | GCRF Manager | | X | | |
| | GCRF Associate Director | | | | X |
| Senior R&I Manager | | | | X | |

1. Scope

This procedure applies to all staff working within Glasgow Clinical Research Facility (GCRF).

2. Purpose

To describe the standard operating procedure (SOP) to be followed when using the Grantbio Shaker-Incubator ES-20 which is located in the laboratory area of CRF sites. This SOP is not a full reference guide and detailed instructions can be found in the manufacturer's manual located in the laboratory.

3. Procedures

- Switch on. Power switch is on left-hand side of the machine. Display will have upper line (set p) showing set parameters and a lower line (actual p) displaying current readings which will change once operational
- Setting parameters. Use Time Set, Speed Set (RPM) and Temperature Set (temp) arrows to alter the parameters according to the study processing protocol
- Place samples on the platform. Press RUN/STOP. Platform will start to rotate and timer will start to count down.
- At end of programme motion stops, the timer flashes (STOP) and repetitive sound signal is heard. Heating can only be stopped manually by reducing the temperature with down arrow key until OFF sign appears in the line display.

Glasgow Clinical Trials Unit Standard Operating Procedure

- Any spillages must be cleared up immediately following the GG&C spills policy.

4. Referenced documents

- NHS GG&C Infection Control Guidelines

5. Related documents

None

6. Document history

| Version | Date | Description |
|---------|------------|--|
| 1.0 | 04/01/2019 | First release |
| 2.0 | 18/08/2023 | Update to SOP template v2.0 Addition of RACI matrix |

This SOP is a controlled document. The current version can be viewed on the GCTU website.
Any copy reproduced from the website may not, at time of reading, be the current version.