Microbial Culture Shakers

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# Purpose

<<<< This SOP is left in DOCX format so that you may edit it for your own laboratory>>>

The purpose of this SOP is to lay out the responsibilities, equipment and procedures required for use and maintenance of microbial culture shakers.

# Scope

This SOP applies to all persons prescribing the use of and requiring to use microbial culture shakers.

# Responsibilities

## Supervisors

Supervisors are responsible for:

* **Reviewing this SOP on a regular basis. Review is to consider and mitigate the risks of spill, loss of containment and exposure or other harm. Refer to Performing Risk Assessments SOP.**
* Ensuring all microbial culture shakers in their area are clean and in good working order.
* Ensure all shakers are maintained regularly.
* Ensuring all shakers are labelled with the correct contact information for the owner of the shaker should service or maintenance be required.
* Ensuring service calls are placed when shakers require repair.
* Ensuring that all workers under their supervision are trained on and are proficient in performing the steps of this SOP.

## Workers

Workers are responsible for:

* Following this SOP as approved by their supervisor to use and maintain microbial culture shakers.
* Reporting any damage or malfunctioning immediately to their supervisor.

# Equipment Needed

* User manual for shaker
* Appropriate tools for changing out holders
* Spray bottle of disinfectant
* Paper towels

# Before You Begin

1. Read the user manual to be able to perform the steps of this SOP.
2. Ensure electrical cord is plugged in securely.
3. Ensure your tubes or flasks are not overfilled (recommended 500ml or less when using a 2L flask and 2ml or less when using bacteriological tubes)
4. Ensure your tubes or flasks are closed to prevent splashes if RG1.
5. Ensure your tubes or flasks are closed with HEPA filter, vented caps if RG2.
6. Ensure your tubes or flasks are labelled with the following:
   1. Your name
   2. Your contact #
   3. Risk group level of the organism (RG1 or RG2)
7. Load your flasks or tubes into the shaker.
8. Make sure the shaker platform is balanced as much as possible.

# Running the Shaker

1. Turn on the shaker.
2. Set the appropriate temperature.
3. Increase the RPM’s slowly to research the desired speed.
4. Watch the shaker to ensure flasks are secure and the platform is balanced.

# Retrieving Your Samples

1. Decrease the RPM’s until the platform comes to a complete stop.
2. Inspect the area to determine if a spill has occurred.
   1. Turn the shaker off, sign the equipment with a spill. Notify all owners of tubes/flasks within the shaker. Leave closed for 30 minutes.
   2. After 30 minutes open the shaker retrieve any broken glass with tongs into a biohazard sharps container.
   3. Wipe down all intact samples with disinfectant and remove. The owner of those samples is responsible for their disposition.
   4. Lay down paper towels to absorb puddles of liquids.
   5. Add disinfectant to the paper towels and let sit for minimum contact time.
   6. Mist the remainder of the surfaces inside the shaker.
   7. Retrieve all paper towels into solid biohazardous waste.
   8. Saturate paper towels in disinfectant and wet-wipe the inside surfaces of the shaker twice.
   9. Retrieve all paper towels into solid biohazardous waste.
   10. If bleach or other corrosive chemical is used as a disinfectant, wet-wipe the interior surfaces with paper towels saturated with tap water.
3. Retrieve your samples.
4. Close the lid and bring back to appropriate RPMs if there are other samples present.
5. Decrease RPMs to zero if there are no other samples present.
6. Turn off shaker if there are no other samples present.