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*Standard Operating Procedure (SOP) of
Refrigerated Incubator or BOD Incubator*

OBJECTIVE

In this SOP, users get to know about proper use and maintenance of BOD incubator or refrigerated incubator.

OPERATION

1. Ensure BOD incubator is connected with mains power supply
2. Switch ON the incubator by turning on/off switch to ON position
3. Temperature controller will show Set Value (SV) and Process Value (PV)
4. If displayed value is correct then proceed ahead or set desired temperature valve

Temperature Controller Settings

- a. Set required temperature by SET key in temperature controller
- b. Press UP (^) or DOWN (v) keys
- c. When desired temperature displays on screen, press ENT

1. If RS232 is available in incubator then connect incubator with PC / Laptop
2. Keep samples inside chamber and close the door
3. Ensure door is closed properly

4. Monitor temperature on display
5. Temperature should not vary $\pm 1^{\circ}\text{C}$
6. If any discrepancy found, immediately inform

responsible person CLEANING

1. Cleaning frequency (once in a week)
2. Disconnect mains power supply
3. Disconnect printer / PC connections
4. Remove shelves / trays
5. Spray chamber inner surface with ethanol for disinfection (70-80% ethanol)
6. Wipe with sterilized non-woven fabric
7. Spray trays and wipe them same as chamber
8. Clean outer surface with disinfectant and lit free cloth
9. Insert trays back in the incubator
10. Turn ON incubator after confirming no smell of disinfectant inside the chamber
11. If any discrepancy found, immediately inform responsible person

MAINTENANCE

1. Always clean / wipe incubator after use
2. Clean temperature sensor probe every 2 months with soft cloth
3. Check air circulation fan, if found loose, fix it
4. Check working of temperature safety thermostat
5. Always record usage of incubator in log book

If any discrepancy found, immediately inform responsible person

CALIBRATION

1. Calibrate temperature controller once in year
2. Contact manufacturer or any external agency for calibration