

Department	Micro Laboratory	Document no	MICLAB – METHOD 027		
Title	Procedure for the use and maintenance of Labec Incubators				
Prepared by:		Date:		Supersedes:	
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1.0 SUMMARY OF CHANGES

Version #	Revision History
MICLAB – METHOD 027	New

2.0 PURPOSE

This document describes the procedure for the use and maintenance of Labec Incubators.

3.0 SCOPE

Labec Incubators are used in the testing of finished products, raw materials, environmental monitoring and process water.

4.0 RESPONSIBILITY \ BUSINESS RULES

All Analytical and Microbiology Team.

5.0 PROCEDURE

5.1 Materials Required

5.1.1 Calibrated Thermometers.

5.1.2 Form - Incubator Temperature Record.

5.1.3 Form - Calibration Maintenance Schedule.

5.1.4 Plastic specimen jars with a hole in the lid.

5.1.5 Paraffin oil.

5.1.6 SOP – Calibration and Maintenance of Incubators in Microbiology Laboratory.

5.1.7 Form – Microbiology Laboratory Housekeeping List

5.2 Routine Maintenance of Labec Incubators

5.2.1 Incubators are maintained through Equipment Calibration/Maintenance Schedule.

5.2.2 Water levels should be adjusted on all water-jacketed incubators by topping up the water jacket with distilled water once a year (excludes Labec Shaker Incubator).

5.2.3 Wipe dry condensation from both inner and outer doors daily. Through cleaning of incubators is to be performed monthly. During monthly cleaning all shelves must be

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removed and walls of the incubators are to be cleaned with sanitising agent (e.g. Viraclean).

- 5.2.4 Record monthly cleaning details on respective log books.
- 5.2.5 Place plastic jars filled with paraffin oil and containing a calibrated thermometer in all incubators.
- 5.2.6 Check temperature of each incubator daily. Record results on respective log books.

Safety Note: Ensure that no flammable, combustible or explosive material is placed in the incubators.

- 5.2.7 Refer to SOP for Calibration and Maintenance of Incubators in Microbiology Laboratory.

5.3 Use and Maintenance of the Labec Shaker Incubator

- 5.3.1 Distinct instructions apply to the use and maintenance of the Labec Shaker Incubator for incubation prior to rapid testing with the Celsis Advance Coupe Luminometer.
- 5.3.2 Secure samples prepared for incubation into the metal holders on the mounting platform.
- 5.3.3 Ensure that the mounting platform is secured in by front clips at either side.
- 5.3.4 Close the incubator door.
- 5.3.5 Adjust Revs per minute (RPM) with the speed dial so the analogue speed gauge reads 250RPM.
- 5.3.6 When removing samples from the Labec Shaker Incubator, switch off orbital shaker.
- 5.3.7 Remove samples from metal holders.
- 5.3.8 Once a month, remove the mounting platform and wipe the interior, platform and seals with sanitizing agent (eg. Viraclean).
- 5.3.9 Refer to SOP for Calibration and Maintenance of Incubators in Microbiology Laboratory.

6.0 DEFINITIONS / ACRONYMS

N/A