

## Kodak EKTACHEM DT Pipettor SOP

### Approvals:

Preparer: \_\_\_\_\_ Deb Audino \_\_\_\_\_ Date \_\_\_\_\_ 03Apr08 \_\_\_\_\_  
Reviewer: \_\_\_\_\_ Bob O'Brien \_\_\_\_\_ Date \_\_\_\_\_ 03Apr08 \_\_\_\_\_

### 1. Purpose:

1.1. Operation of the Kodak EKTACHEM DT Pipettor.

### 2. Scope:

2.1. Applies to the Kodak EKTACHEM DT Pipettor used for accurately dispensing sample fluids into the Kodak IBI Biolyzer spotting locator.

### 3. Responsibilities:

- 3.1. It is the responsibility of the course instructor/lab assistant to ensure that the SOP is performed as described and to update the procedure when necessary.
- 3.2. It is the responsibility of the students/technicians to follow the SOP as described and to inform the instructor about any deviations or problems that may occur while performing the procedure.

### 4. References:

- 4.1. IBI Biolyzer Manual V. 3.0.  
4.2. Kodak IBI Biolyzer SOP

### 5. Definitions: N/A

### 6. Precautions: N/A

### 7. Materials:

- 7.1. Kodak EKTACHEM DT pipette tips.  
7.2. charge cord for pipette.  
7.3. Kodak IBI Biolyzer.

### 8. Procedure:

- 8.1. Check Pipette
- 8.1.1. Plug charge cord into the pipette and power ON.
- 8.1.2. Check the pipette read window. The red indicator dot shows that the pipette is ready for operation. If the red dot is not showing, depress the button and release once.
- 8.2. Insert Tip
- 8.2.1. To attach a disposable tip, press the pipette firmly into one of the tips in the holder. The tip will click into place when it is seated.
- 8.3. Aspirate fluid
- 8.3.1. Hold pipette in vertical position.
- 8.3.2. Insert tip into fluid, but not to the bottom of the fluid container.
- 8.3.3. Depress button and release it (10 $\mu$ L of fluid is automatically drawn into pipette). Note: Do not depress the button more than once.
- 8.3.4. A tone will be heard, which is the signal to withdraw the pipette. Remove the pipette from the fluid immediately.
- 8.3.5. A second tone will be heard. This indicates that the pipette is still drawing the fluid further into the tip, to prevent accidental loss of fluid.

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- 8.3.6. Hold the pipette vertically whenever there is fluid in the tip. If you tilt the pipette or lay it on its side, fluid might enter the mechanism causing it to become clogged. If this occurs, clean the pipette immediately.
- 8.4. Remove excess fluid
  - 8.4.1. To remove any droplets which may be clinging to the outside of the tip, take a laboratory tissue and wipe the outside of the tip in a light, quick motion. If the tip is not wiped, test results may be inaccurate. Visually check the fluid level.
- 8.5. Spot the slide with fluid
  - 8.5.1. Depress and release the dispenser button. The Biolyzer console should read: "WAIT-slide being loaded." Wait for the console to read: READY before removing from the spotter locator.
- 8.6. Check pipette tip
  - 8.6.1. Check that the fluid was completely dispensed from the tip.
  - 8.6.2. Eject tip by pressing the eject button on the pipettor.

**9. Attachments:** N/A

**10. History:**

Name	Date	Amendment
Zach Bodah	18Feb05	Initial release
Deb Audino	04Apr08	College name change