


STANDARD OPERATING PROCEDURE				
	X-RAD Operation Instruction		SOP#	RIO-SOP-004
	Originated by:	Alicja Trocha	Date:	23 November 17
	Laboratory:	Walker Laboratory	Pages:	1 of 2
	Approved by:	Alicja Trocha		

I. PURPOSE

The purpose of this procedure is to outline the guidelines and procedure for the use of the X-rad machine at Ragon Institute.

II. SAFETY

Properly transported samples required (plastic container with samples) Wearing Gloves when handling samples.

All users (trainers and trainees) are required to observe the listed guidelines in this SOP. Also, additional requirements may be introduced by the trainer, subject matter expertise (SME) or Ragon Institute Managers.

III. SCOPE

This procedure applies to all employees, students, contractors and visitors that work with the X-rad machine at Ragon Institute.

IV. REQUIREMENTS

Training to be received by qualified and approved list of trainers only.


V. RESPONSIBILITIES

A. The Ragon Institute **qualified trainers** are responsible for the overall implementation of this procedure and ensuring compliance and for periodic review of this procedure. Updates if any may be initiated by the qualified trainers or Subject Matter Expertise (SME).

B. **All employees, students, contractors and visitors** are required to follow this procedure.

VI. PROCEDURE

1. Turn the key to position ON. Wait till the display on the screen shows –username and password screen.
2. Open the door and place your tube in a plastic holder on the shelf directly under the source.
3. Double check if the shelf is in the correct position (50cm)
4. Close the door.
5. Choose user /enter password- press continue.
6. Press recall program.
7. Use program you need (3000cGy is about 3000 Rads) is the most popular for PBMC irradiation- for BCL irradiation use 10 000)
8. Presses continue.

STANDARD OPERATING PROCEDURE				
	X-RAD Operation Instruction		SOP#	RIO-SOP-004
	Originated by:	Alicja Trocha	Date:	23 November 17
	Laboratory:	Walker Laboratory	Pages:	2 of 2
	Approved by:	Alicja Trocha		

9. Press X-RAD starts (green button) – will need warming time after overnight and longer periods of not using machine. It takes 10-15 minutes to warm up.
10. Presses continue the program after warm up.
11. When finished, open the door and take your cells.
12. Switch to off position.

Each group has own password. Check with your floor manager.