
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: USP Centrifuge Rotor Maintenance	Number: L12-PR-100-017	
	Owner: Stephen Ballew	Revision: 1	
	Effective Date: 03/31/13	Page: 1 of 2	

1.0 Purpose

This SOP will address the basic procedure and frequency for the rotor maintenance of the centrifuge used for USP analysis.

2.0 Scope

This procedure applies to the USP centrifuge. Rotor maintenance will be performed on the centrifuge by QA Lab personnel on a bi-annual basis or when there is a tube breakage.

3.0 Responsibility

QA Lab personnel are responsible for performing this procedure.

4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- Nut Driver
- Isopropyl alcohol
- Soap or Bleach

6.0 Procedure

Drucker 614B Laboratory Centrifuge Rotor Maintenance (Bi-Annually or When There is a Tube Breakage):



CAUTION: Unplug the centrifuge from the electrical outlet at this time to eliminate the possibility of electrical shock or other injury.

To remove the rotor:

1. Open the lid.
2. Remove the test tube holders.
3. Remove the knob or nut in the center of the rotor by turning it counter-clockwise. A nut driver may be required.
4. The rotor is sitting on a cone-shaped adapter. Pull the rotor up and off of this adapter.
5. The rotor chamber, rotor and accessories should be thoroughly cleaned using isopropyl alcohol, soap and water, or bleach.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: USP Centrifuge Rotor Maintenance	Number: L12-PR-100-017	
	Owner: Stephen Ballew	Revision: 1	
	Effective Date: 03/31/13	Page: 2 of 2	

To install the rotor:

1. Place the rotor back onto the cone-shaped adapter. You may need to turn the rotor slightly to line it up properly.
2. The rotor should slide onto the rotor cone freely.
3. Once a proper fit has been achieved, replace the rotor knob or nut and turn it until it is hand-tight.
4. Replace the tube holders and verify that they are seated properly.
5. Plug the centrifuge in to an approved electrical outlet. For electrical safety, the unit must always be properly grounded..
6. Spin the rotor by hand; check for free and level rotation.
7. Close the lid. Rotate the lid knob clockwise to its complete stop position.
8. Turn the centrifuge on by turning the timer to 10 minutes.
9. Listen to the centrifuge. A smooth whirring sound should be heard.

7.0 Reference Documents

USP Centrifuge Rotor Maintenance (L12-PR-100-F017)

8.0 Change Information

Updated using *SOP Template Instructions (Q12-PR-100-004)* and *Document Numbering (Q12-PR-100-003)*

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document