

	Environmental Analysis Teaching and Research Laboratory	Date: 09/XX/2014	Number: X
	Standard Operating Procedure	Title: mySPIN 12 Microcentrifuge	
	Approved By: TBD	Revision Date: November 11, 2016	

## 1. Scope and Application

**1.1** The scope of this SOP is to train researchers in how to effectively use the Microcentrifuge system.

**1.2** As a researcher, the microcentrifuge is an essential part of the lab. This device will allow for the spinning of relatively small amounts of liquid samples at speeds reaching tens of thousands of g-force.

## 2. Summary of Method

**2.1** This SOP provides instructions on how to use the Thermo Scientific mySPIN 12 Microcentrifuge.

**2.2** This SOP also provides some guidance on how to troubleshoot an issue should any problems arise.

## Contents

<b>1</b>	<b>Scope and Application</b>	<b>1</b>
<b>2</b>	<b>Summary of Method</b>	<b>1</b>
<b>3</b>	<b>Acknowledgements</b>	<b>3</b>
<b>4</b>	<b>Definitions</b>	<b>3</b>
<b>5</b>	<b>Biases and Interferences</b>	<b>3</b>
<b>6</b>	<b>Health and Safety</b>	<b>3</b>
<b>7</b>	<b>Personnel &amp; Training Responsibilities</b>	<b>3</b>
<b>8</b>	<b>Required Materials and Apparati</b>	<b>3</b>
<b>9</b>	<b>Reagents and Standards</b>	<b>3</b>
<b>10</b>	<b>Estimated Time</b>	<b>3</b>
<b>11</b>	<b>Sample Collection, Preservation, and Storage</b>	<b>4</b>

<b>12 Procedure</b>	<b>4</b>
<b>13 Data Analysis and Calculations</b>	<b>4</b>
<b>14 Error Status</b>	<b>4</b>
<b>15 QC/QA Criteria</b>	<b>5</b>
<b>16 References</b>	<b>5</b>

### **3. Acknowledgements**

**3.1** As usual we acknowledge the students who have tried to follow and made suggestions on how to improve this guide. In particular, Edinam E, etc.

### **4. Definitions**

**4.1** Term1: is...

### **5. Biases and Interferences**

**5.1** Biases and interferences can come from...

### **6. Health and Safety**

**6.1** Describe the risk...

### **Safety and Personnel Protective Equipment**

### **7. Personnel & Training Responsibilities**

**7.1** Researchers training is required before this the procedures in this method can be used...

**7.2** Researchers using this SOP should be trained for the following SOPs:

- SOP01 Laboratory Safety
- SOP02 Field Safety

### **8. Required Materials and Apparatus**

**8.1** Item 1 w/catalog number!

**8.2** Item 2

### **9. Reagents and Standards**

### **10. Estimated Time**

**10.1** This procedure requires XX minutes...

## **11. Sample Collection, Preservation, and Storage**

## **12. Procedure**

**12.1** Prepare ...

**12.2**

## **13. Data Analysis and Calculations**

## **14. Error Status**

### **Motor Overload**

**14.1** If you receive a Motor Overload error, this means something is interfering with the rotor. To fix this, clear the rotor and reset.

### **User Stop**

**14.2** If you receive a User Stop error, this means you have held down the START/STOP and implemented a quick stop.

### **Balance**

**14.3** If you receive a Balance error, inspect the tubes for equal tube filling or improper placement. Once you have determined everything is correct, rerun the microcentrifuge.

**14.4** If the balance error continues to happen, remove the tubes and determine if the balance error still persists with an empty rotor.

**14.5** If the error continues to persist, inspect the rotor for improper installation.

### **Temperature**

**14.6** If you receive a Temperature error the unit has exceeded the normal operating temperature.

**14.7** To rectify this, turn off the unit and allow it to cool.

### **Excessive Tilt**

**14.8** If you receive a Excessive Tilt error the unit has experienced a non-normal tilt event. In this case, make sure the unit is placed on a level surface. Once corrected, rerun.

## **Lid Fail**

**14.9** If you receive a Lid Fail error this means the lid has opened during the cycle.

**14.10** To rectify this check for proper operation of the lid lock mechanism. The lid should stay locked during the entire cycle.

## **Rotor Lock**

**14.11** If you receive a Rotor Lock error this means the unit has experienced a problem with the rotor.

**14.12** To rectify this, correct the rotor interference. Once corrected, rerun.

**14.13**

## **15. QC/QA Criteria**

## **16. References**

**16.1** APHA, AWWA. WEF. (2012) Standard Methods for examination of water and wastewater. 22nd American Public Health Association (Eds.). Washington. 1360 pp. (2014).