

Castle Steam Sterilizer Instrument Management

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Faculty-in-charge responsibilities

1. Troubleshoot and fix problems consulting with instrument documentation and vendor engineer
2. Advise Department Chair and Facilities Committee on the necessity of instrument replacement or repair

User Training on Instrument

1. Initial training of one member of the research group should be completed through the staff supervisors of the instrument, after which the group member may train subsequent users from his or her own research group
2. Otherwise, routine training will be administered when necessary

User Guidelines and Scheduling

1. Fill in the log book **before** you begin using the instrument, and sign out upon completion
2. Do not use the instrument unless you have been trained
3. Make a note in the log book and report to the staff supervisors any unusual behavior of the instrument
4. Repeated failure to conform to these procedures will result in loss of user privileges

Instructions on how to use the Castle Steam Sterilizer

Please report problems with this instrument to Derek Norman (ddnorman@memphis.edu, 901-606-8752) or Alexandra Kikonyogo (mkknyogo@memphis.edu, 901-356-1546)

To prepare the items to be sterilized

1. Make sure all items are compatible with high heat/pressure (i.e. will not melt)
2. Place items in appropriate heat-resistant containers, loosely covered (i.e. do **not** fully tighten screw tops)
3. Clearly label all items or containers with heat-indicator autoclave tape

To prepare the instrument for a run

Before beginning, **fill in the logbook**

1. Turn on the steam generator (lower left side of instrument) at least 30 minutes before use
2. Turn on the sterilizer unit (upper left side of instrument) and the control panel (upper front of instrument)
3. Load the sterilizer chamber, and ensure the door is closed
4. Use the door control buttons on the wall control panel to seal the door
5. Select the appropriate cycle for the items to be sterilized (P1-P6 buttons on the wall control panel)
6. Press the "Start" button on the wall control panel to begin the cycle
7. Monitor the cycle to ensure the appropriate temperature and pressure points are reached
8. Upon completion of the cycle, unseal the door using the wall control panel, and remove the load from the chamber (stand back while opening the door, as steam may still be present)
9. Sign out of the logbook, noting any problems with the instrument

To shut down

1. Turn off the wall control panel, the sterilizer unit, and the steam generator
2. In case of emergency, the power to the unit, the steam generator, and/or the water heater may be cut via the circuit breaker box across from the instrument