



<b>CALAMBA WATER DISTRICT</b>					
<b>TITLE: OPERATION OF WTC BINDER INCUBATOR</b>					
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		NAME	SIGNATURE		
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#### 1.0 PURPOSE

- 1.1 The objective of this procedure is to provide standard instruction for the operation WTC Binder Incubator.
- 1.2 To determine and provide the resources needed to ensure valid and reliable results when monitoring or measuring is used to verify the conformity of products and services to requirements.
- 1.3 To ensure that the resources provided:
  - a) are suitable for the specific type of monitoring and measurement activities being undertaken;
  - b) are maintained to ensure continuing fitness for their purpose.
- 1.4 retain appropriate documented information as evidence of fitness for purpose of the monitoring and measurement resources.

#### 2.0 SCOPE


- 2.1 The scope applies to the safe operation of the incubator by the authorized laboratory personnel
- 2.2 Measurement traceability. When measurement traceability is a requirement, or is considered by CWD to be an essential part of providing confidence in the validity of measurement results, measuring equipment shall be:
  - a) calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; when no such standards exist, the basis used for calibration or verification shall be retained as documented information;
  - b) identified in order to determine their status;
  - c) safeguarded from adjustments, damage or deterioration that would invalidate the calibration status and subsequent measurement results.
- 2.3 To determine if the validity of previous measurement results has been adversely affected when measuring equipment is found to be unfit for its intended purpose, and shall take appropriate action as necessary.

#### 3.0 RESPONSIBILITY

- 3.1 The Head of Laboratory shall manage the administrative and technical operations of the laboratory.
- 3.2 The Laboratory Analyst must control and maintain the equipment.


#### 4.0 DEFINITIONS


- 4.1 Incubator - an apparatus used to grow microorganisms under controlled conditions.

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**5.0 PROCESS FLOW STEPS**

STEP	INPUT	PROCESS FLOW	OUTPUT	RESPONSIBLE
		<b>1. <u>Start Up</u></b> START Place the unit in upright position on a bench, lock front wheels END		Laboratory Personnel
1	WTC Binder incubator Operation Manual			
		<b>2. <u>Operation</u></b> START Set main supply switch to position I. Green pilot lamp indicates "unit ready for use" Set thermostat knob to the desired temperature. Knob can be locked by turning the screw. Set switch in continuous operation. Opaline pilot lamp indicates "heating on or off". The amount of fresh air entering the cabinet can be varied by using air ventilation knob. Load permissible END		Laboratory Personnel
1				Laboratory Personnel
2				Laboratory Personnel
3				Laboratory Personnel
4				Laboratory Personnel
5			Equipment Monitoring Checklist	Laboratory Personnel
5				Laboratory Personnel
		<b>3. <u>Cleaning and Disinfection</u></b> START Use a clean cloth to remove spills and disinfect with 70% ethanol END		Laboratory Personnel
1				Laboratory Personnel

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**6.0 PROCESS DETAILS:**


**6.1 Installation**

Place the unit in upright position on a bench, lock front wheels	
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**6.2 Operation**

Set main supply switch to position I. Green pilot lamp indicates: "unit ready for use"																															
Set thermostat knob to the desired temperature. Knob can be locked by turning the screw. * before setting any temperature, thermostat knob should be turned back to the left stop. This ensures exact temperature control.																															
Set switch in continuous operation.																															
Opaline pilot lamp indicates "heating on or off". When the working temperature is reached, intermittent illumination of the opaline pilot lamp indicates operation of the thermostat.																															
The amount of fresh air entering the cabinet can be varied by using air ventilation knob.																															
Load permissible	<table border="1"> <tr> <th>Size</th> <th>Weight/ Shelf</th> <th>Weight/ Total</th> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	Size	Weight/ Shelf	Weight/ Total																											
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		kg	kg
15	10	10	20

### 6.3 Cleaning and Disinfection

Use a clean cloth to remove spills and disinfect with 70% ethanol	
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### 6.4 HEALTH AND SAFETY

- 6.4.1 This incubator must not be used for drying or warming loads which generate ignitable vapors when mixed with air.  
6.4.2 Do not cover slots of air outlet on top of housing

### 7.0 RECORDS RETENTION

- 7.1 Active Retention – indefinite retention period for current or active documents for both electronic and hardcopy/Controlled Copy.  
7.2 Inactive/Archival Retention – shall be kept for active three (3) years or may request for an extension as deemed necessary (hardcopy); for electronic/soft file; it shall be kept in a separate folder named "Obsolete Copy".

### 8.0 REFERENCE DOCUMENTS

- 8.1 ISO 9001:2015 QMS Standard  
8.2 QMS Manual  
8.3 Statutory and Regulatory Requirements  
8.4 WTB Binder Operation Manual

### 9.0 ATTACHMENTS

- 9.1 Equipment Monitoring Form


### 10.0 DISTRIBUTION LIST

Note 1: Select Relevant Recipient to Appear in below List.

COPY HOLDER NO.	DEPT/SEC./COPY HOLDER
1b	General Manager
8	Laboratory (Quality Control Division)

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