

SPA III Quick Reference Guide for BD Multitest™ and BD Tritest™ Panels

This guide contains instructions for using the BD FACSTM Sample Prep Assistant III (SPA III) with BD FACSTM SPA software version 4.0 and later.

Workflow Overview

The following figure shows the steps for daily workflow using a BD-defined panel.



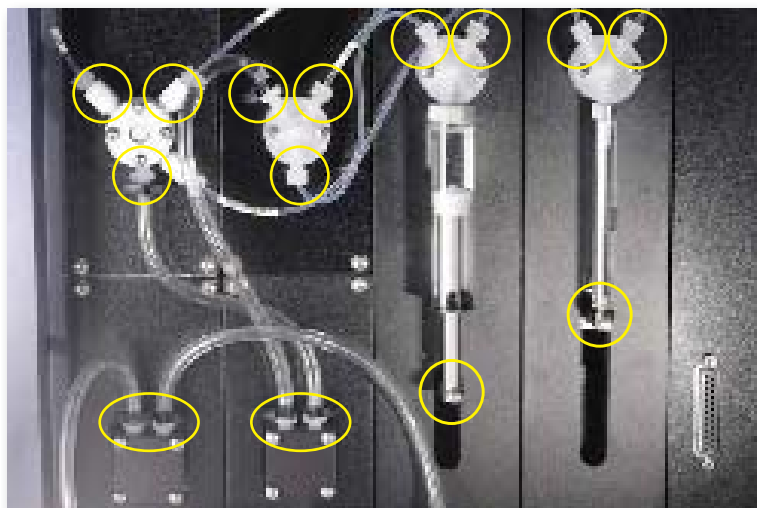
Before starting your daily workflow, ensure that your lab's software administrator has performed all the necessary tasks to set up the software for your use.



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Starting Up the System

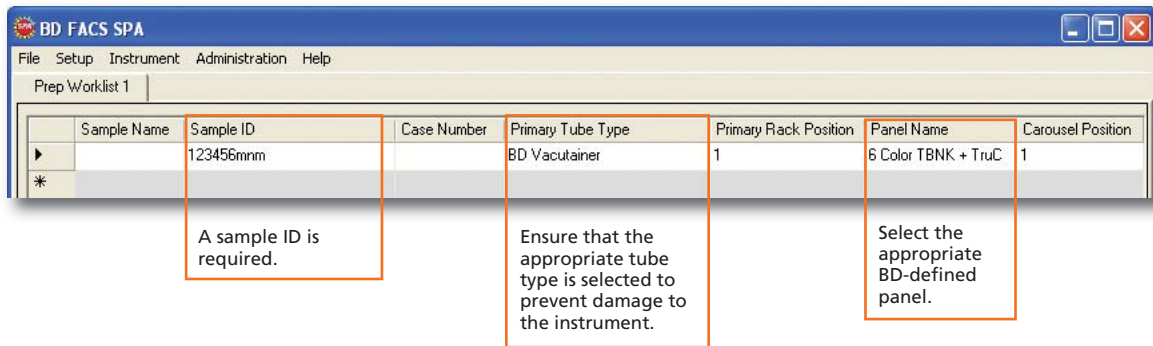
- 1 Check for leaks or mineral deposits around the syringes, valves, and pumps that are located on the back of the instrument.



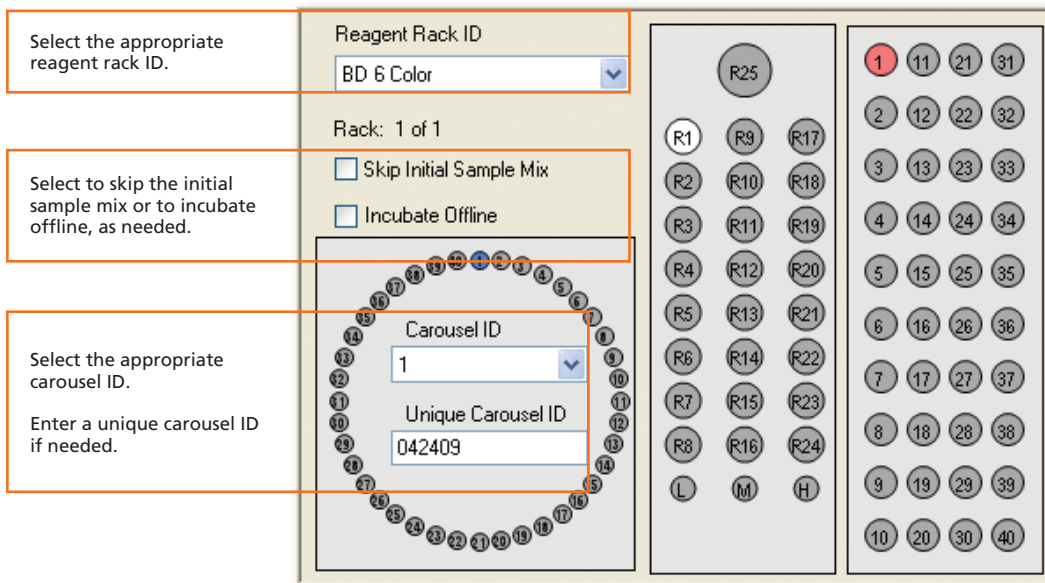
- 2 Make sure there are no crimps in the fluidics tubing.
- 3 Fill the tanks with DI water and lysing solution, if necessary.
- 4 Empty the waste tank and add 1 L of undiluted bleach and 500 μ L of Sigma® Antifoam A Concentrate to the tank.
- 5 Lock the primary tube rack cage.
- 6 Close the safety cover.
- 7 Turn on the instrument power.
- 8 Turn on the computer.
- 9 Start the software and log in.
- 10 After the initialization process is complete, check for bubbles and manually prime the fluid lines, if needed.

Setting Up a Worklist

- 1 Enter sample information.



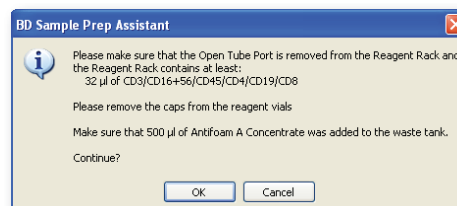
- 2 Make Worktable assignments.



- 3 Enter lot information if needed.

Running a Worklist

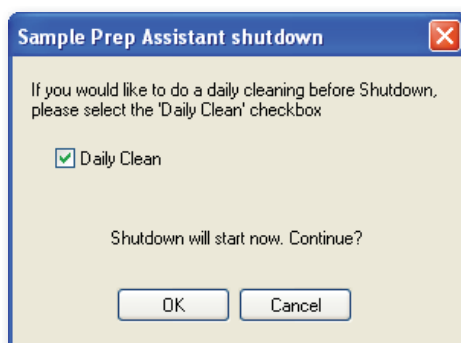
- 1 Load the primary and secondary tubes into the instrument.
- 2 Place the reagent vials in the reagent rack and load the rack into the instrument.
- 3 Uncap the reagent vials and store the caps in their corresponding positions in the numbered reagent cap rack.
- 4 Close the safety cover.
- 5 Click **Run** in the software.
- 6 Complete the verifications, then click **OK**.



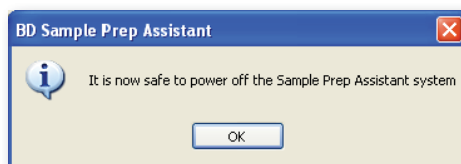
- 7 Click **OK** again to save the worklist.
- 8 Choose to print the worklist or click **Close**.

Shutting Down the System

- 1 Open the safety cover.
- 2 Remove the carousel.
- 3 Uncap the vial in R25 of the reagent rack and fill it with BD™ FACSClean solution or 10% bleach. Place the vial back in R25.
- 4 Close and lock the primary tube rack.
- 5 Close the safety cover.
- 6 From the main menu in the **Prep Worklist** window, select **File > Shutdown**.
- 7 Select the **Daily Clean** checkbox, then click **OK**.



- 8 Click **Yes**.
- 9 After the cleaning is complete, click **OK** to close the software.



- 10 Turn off the instrument and computer.

Transferring the Worklist to a BD FACSCanto II Workstation

Follow this procedure to copy a saved worklist to an external storage device and then import the worklist into BD FACSCanto™ clinical software.

See the *BD FACS Loader User's Guide* for details about importing the worklist into BD™ Worklist Manager software.

Importing a Worklist into BD FACSCanto Clinical Software

- 1 Copy the saved worklist from the SPA workstation to a portable USB device.
- 2 Plug the USB device into the BD FACSCanto II workstation.
- 3 Start BD FACSCanto clinical software and log in.
- 4 Select **File > Import SPA worklist**.
- 5 Navigate to the USB device and select the worklist to import.
- 6 Click **Open**.
- 7 Verify that the imported information is accurate.