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| ***Insert Laboratory Specific Name Here*** |
| **iSeq Equipment Maintenance SOP** |

1. **Purpose**

This procedure provides instructions for the maintenance of the Illumina iSeq to ensure the equipment functions according to established criteria to produce the quality of products and services required by the *“insert laboratory name here”*.

1. **Scope**

This document applies to Illumina iSeqused within the *(Your Lab / Branch, etc.)* for DNA or RNA sequencing.

1. **Related Documents**

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| **Title** | **Document Control Number** |
| iSeq Equipment Error Log |  |

1. **Definitions**

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| **Term** | **Definition** |
| Preventive maintenance | [Systematic](http://www.businessdictionary.com/definition/systematic.html) [inspection](http://www.businessdictionary.com/definition/inspection.html), detection, [correction](http://www.businessdictionary.com/definition/correction.html), and [prevention](http://www.businessdictionary.com/definition/prevention.html) of incipient [failures](http://www.businessdictionary.com/definition/failure.html) for the purpose of preventing actual or major failures. |

1. **Equipment / Materials**

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| --- | --- | --- |
| **Supply** | **Catalog Number** | **Procedure** |
|  |  |  |

1. **Safety Precautions**
   * 1. Do not remove the outer panels from the instrument. There are no user-serviceable components inside. Operating the instrument with any of the panels removed creates potential exposure to line voltage and DC voltages
     2. Hot Surface Safety Warning: Do not operate the instrument with any of the panels removed
2. **Procedure**

The iSeq 100 System has a small footprint and is easy to install and use. Fluidics and imaging components are built into the consumable, simplifying instrument maintenance.

* 1. **Weekly Maintenance**
     1. **Cleaning**
        1. Cleaning should be performed weekly
        2. Using a Kimwipe, wipe the outer casing to remove dust. Do not touch the instrument if it is running.
        3. Record in *laboratory cleaning/maintenance log.*
  2. **Every 6 months Maintenance**
     1. **Replace the Air Filter** 
        1. The software prompts for an air filter change every six months from when first time setup was started
        2. Record in *laboratory cleaning/maintenance log*
  3. **As Needed**
     1. **Clear Hard Drive Space**
     2. **Software Updates**

The system is configured to download software updates automatically or manually

* + - 1. Automatic Updates – updates are automatically downloaded from BaseSpace Sequence Hub for you to install. This option requires an internet connection, but not a BaseSpace Sequence Hub account
      2. Manual Updates – Updates are manually downloaded from the web, saved locally or to a portable device, and installed from the saved location. This option does not require an internet connection

1. **References**
   1. Illumina iSeq Sequencing System Guide Document #1000000036024 v04 Oct 2018
   2. Illumina iSeq Sequencing System Safety and Compliance Guide Document # 1000000035336 v00
2. **Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rev #** | **DCR #** | **Change Summary** | **Date** |
|  |  |  |  |

1. **Approval**

Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_