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	Version: 1.2 CURRENT	
Section: Bacteriology Procedures	Subject Title: **WASPLab Downtime Procedure**	
Prepared by QA Committee		
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Introduction

The WASPLab system relies on connectivity to the LIS, Interface connections and its own system being functional to operate.
This manual outlines downtime procedures if any related system fails to be functional.

LIS Downtime

This process should be followed when the Soft LIS is down unexpectedly and/or for an extended period of time.

If SoftLab LIS is not experiencing a downtime but there are issues with the WASP(s) (ie: WASP(s) dropping specimens into the reject bin, or WASPLab unable to send results to SoftLab LIS during screening/reading), contact the LIS officer to help in restarting the interface. LIS officers can be contacted via Pager after hours.

Note: The interface may stop if there is a period of inactivity on WASP(s) or WASPLab.

1. Contact the LIS officer to help in restarting the interface. LIS officers can be contacted via Pager after hours.
2. LIS officers will refer to the LIS Downtime Process.
3. Once the SoftLab LIS interface is running, WASPLab or the WASP(s) will communicate with SoftLab and the conveyor status will update to "Running".

WASPLab Interface Downtime

This process should be followed when you are not able to result plates from WASPLab Web Application monitor.

1. Re-boot WASPLab computers by shutting them down.
2. Wait a 30 seconds, then power computers back on.
3. If this does not resolve the issue then call Technical Support at 1-877-927-7457.

WASP Downtime for Processing Specimens

A. This process should be followed when only **one** WASP is down

1. Switch processing to the WASP that is functioning.
   Continue processing specimens on the WASP as they arrive in Specimen Management according to specimen priority.
2. For specimens to be processed manually, use the Manual Streaking Station to generate plate labels.
3. Process specimens manually in a Biosafety Cabinet, according to the Specimen Processing Procedure.
4. Streaked plates should be loaded on the Reload Carousel or incubated offline as needed (ie: for Anaerobic or Campy plates).

B. This process should be followed when **BOTH** of the WASPs are down:

1. For specimens to be processed manually, use the Manual Streaking Station to generate plate labels.
2. Process specimens manually in a Biosafety Cabinet, according to the Specimen Processing Procedure.
3. Streaked plates should be loaded on the Reload Carousel or incubated offline as needed (ie: for Anaerobic or Campy plates).

WASPLab Downtime for Processing Specimens

This process should be followed when the conveyor tracks (line) and/or Smart Incubator(s) are down.

1. Specimens can still be processed on the WASP(s) as per WASP procedure.
2. Select LIS by Technologist, under Switch Mode.
3. Choose the specific test protocol **OFF-LINE**; for example, *MRSA off-line*
4. Processing of specimens will occur on the WASP and plates will be unloaded into "Sort Out Carousel".
5. Plates can then be incubated in their respective designated offline incubators for O2, CO2, or AnO2 incubators as needed.

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WASPLab Downtime – Unloading plates from Smart Incubator

This process should be followed when plates need to be manually removed from the Smart Incubator(s).

1. Identify the incubator(s) needing to be manually unloaded.
2. Ensure incubator is in Emergency Stop;
   If not, press the "Emergency Stop" button on the side of the incubator.
3. Open the back of the incubator to start unloading one carousel at a time. Each carousel in a double incubator holds 850 plates.
4. Gently turn the carousel starting at A1 and unload plates in alphabetical order by position. For example, start at A1, then B1, then C1 etc. to N1.
5. Separate plates by specimen type.
6. Look at the plate time labels to determine if plates need to be further incubated
   a. Plates that have reached their final incubation time can be resulted in the LIS manually.
   b. Plates that have **NOT** reached their final incubation time must be re-incubated offline in the designated offline O2 or CO2 incubators.
      NOTE: **incubate an additional 2 hours when using manual incubators** due to time lost when unloading Smart Incubator and manual incubator doors opened frequently).

Related Documents

WASP User Manual	MI_SP_WASP
WASPLab User Manual	MI_WL
WASPLab Manual Streaking Station Operator Manual	MI_WL_MSS

Record of Edited Revisions

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