PIPETMAX® 268

INSTALLATION QUALIFICATION/OPERATIONAL QUALIFICATION PROCEDURES

These installation qualification and operational qualification (IQ/OQ) procedures are intended for end users who are implementing good laboratory practice (GLP) requirements and can be readily incorporated into proprietary standard operating procedures (SOPs).

1. Instrument Identification

Manufacturer

Gilson, Inc.
3000 Parmenter Street
PO Box 620027
Middleton, WI 53562-0027 USA

Instrument Name	Record Serial Number	Serial Number Locations *(Compare to ensure they match)*
PIPETMAX®		• Shipping label on the shipping container • Inside panel of the right support on the instrument
	Record Serial Number(s) *Pipette heads are required, but ordered separately. Record the serial number(s) below, if applicable.*	**Serial Number Locations** *(Compare to ensure they match)*
MAX8x20 Pipette Head(s)		• Shipping envelope • Document supplied with the pipette head • Pipette head
MAX8x200 Pipette Head(s)		• Shipping envelope • Document supplied with the pipette head • Pipette head
MAX1000 Pipette Head(s)		• Shipping envelope • Document supplied with the pipette head • Pipette head
MAX4x1200 Pipette Head(s)		• Shipping envelope • Document supplied with the pipette head • Pipette head

GILSON®

Instrument Name	Observed Firmware Version	Expected Firmware Version	How to Obtain the Version
PIPETMAX®	XY System Version: _____	XY System Version: 1.1.16.0	1. Use the supplied USB cable to make the connection between the USB device port on PIPETMAX and a USB port on the supplied tablet or PC.
	Z System Version: _____	Z System Version: 1.1.15.0	2. Start TRILUTION micro. Click the **Start** button and then select (**All apps**) > **Gilson Applications** > **TRILUTION micro x.x**.
	Pipette System Version: _____	Pipette System Version: 2.00.01	3. Select **i** to access the **About** screen that lists the software version and then select **System Info**.

If versions are not displayed, then PIPETMAX and the software are not communicating; check your settings (including serial number) and cabling.

4. Optionally, select **Export** to save the system info to a file or **Clipboard** to paste it into a file or e-mail. |

Supplier

Organization	_____
Address	_____ _____ _____ _____
Phone Number	_____
Fax Number	_____
Name of Gilson Representative	_____

User

Organization	
Department	
Site (Room)	
Date of Installation	
Primary Contact	
Name	
Phone	
Email	

2. Pre-Installation

Instrument Description

PIPETMAX is a small footprint personal pipetting station used to perform repetitive, precise, pipetting actions.

For technical specifications, refer to the *PIPETMAX® 268 User's Guide.*

Unpacking

When unpacking PIPETMAX, check the contents against the information listed under the **Unpacking** heading in **Chapter 1, Introduction**, of the *PIPETMAX® 268 User's Guide*.

Retain all packing material so the instrument may be shipped safely in the future.

Installation Site Requirements

Stable, level surface	
Power Requirements	**External Power Supply** **Voltage Input** Frequency: 50 to 60 Hz Voltage: 100–240V AC **Voltage Output** Voltage: 24V DC Current rating: 6.25A, 150W
Dimensions (L x W x H)	**PIPETMAX with rotating cover** 54.4 x 65.5 x 53.1 cm (21.4 x 25.8 x 20.9 in.) **PIPETMAX with rotating cover installed on optional riser assembly for off-bed tip disposal** 54.4 x 65.5 x 69.6 cm (21.4 x 25.8 x 27.4 in.) **PIPETMAX without cover** 50.8 x 64.3 x 49.5 cm (20 x 25.3 x 19.5 in.) **PIPETMAX without cover installed on optional riser assembly for off-bed tip disposal** 52.3 X 65 X 65.8 cm (20.6 x 25.6 x 25.9 in.)
Environmental Conditions	Indoor use Altitude: up to 2000 m Temperature range: 5°C–40°C Humidity: Maximum relative humidity 80% for temperatures up to 31°C, decreasing linearly to 50% relative humidity at 40°C

Documents

In addition to this document, the following are provided. For reference purposes, specify the storage location for each.

USB, PIPETMAX 268 REFERENCE DOCS	
SETUP GUIDE	
DECLARATION OF CONFORMITY	
QC CHECKLIST	
ITEMS INCLUDED CHECKLIST	

3. Installation

Setup Guide

When setting up PIPETMAX for the first time, follow the instructions provided in the *PIPETMAX® 268 Setup Guide.*

4. Operational Qualification

During setup of PIPETMAX, the PIPETMAX Alignment Utility must be run. If the alignment completed successfully, record the initials of the person who ran the PIPETMAX Alignment Utility.

	Initials
Alignment Completed Successfully	_____

Run a Protocol

It is recommended to run a protocol without samples before running a protocol with samples to check system operation.

Ran Protocol:

with ☐ or without ☐ bed elements

with ☐ or without ☐ fluids

	Initial
Protocol Ran Successfully	_____

Record Pipette Head Information

Record the serial number of the pipette head(s) that were used when running the protocol.

	Serial Number(s)	Initial
MAX8x20 Pipette Head(s)	_____	_____
MAX8x200 Pipette Head(s)	_____	_____
MAX1000 Pipette Head(s)	_____	_____
MAX4x1200 Pipette Head(s)	_____	_____

5. Acceptance

If no installation problems were detected or installation problems that were detected were resolved, have the local Gilson representative who installed PIPETMAX provide the information requested below.

Gilson Representative	
Organization	
Signature	
Date	

☐ End user was provided with a copy of this document.