

## Unit Procedure

### Use of Vortex Mixer

SOP No./WI No.: CTSI-CRC-PL-307

Department: Processing Laboratory

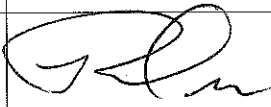
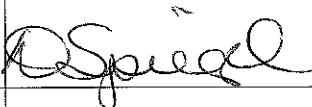

Version No.: 02

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Review Period: 2 years

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Signature			
Date	28 Dec 2016	28 Dec 2016	Dec 29, 2016



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**1. OBJECTIVE**

This Standard Operating Procedure (SOP) describes the process for use of a vortex mixer when mixing samples or homogenizing mixtures at the Indiana Clinical and Translational Sciences Institute (CTSI) Clinical and Translational Support Laboratory (CTSL).

**2. SCOPE**

This procedure applies to all laboratory personnel using the vortex during processing activities such as reagent preparation or sample mixing.

**3. RESPONSIBILITIES**

All Clinical and Translational Support Laboratory staff is responsible for the use and maintenance of the vortex mixer per this procedure.

**4. DEFINITIONS**

CRC: Clinical Research Center	CTSI: Clinical and Translational Sciences Institute
CTSL: Clinical and Translational Support Laboratory	SOP: Standard Operating Procedure

**5. ASSOCIATED DOCUMENTS**

- 5.1. CTSI-CRC-QA-003 “Document Control and Management”
- 5.2. CTSI-CRC-CLN-030 “Handling of SOP Deviations”
- 5.3. CTSI-CRC-PL-121 “General Safety”

**6. PROCEDURE**

6.1. Operation

- 6.1.1. Turn the vortex switch to the on position.
- 6.1.2. Screw the cap securely on the vial.
- 6.1.3. With light pressure, push the vial down on the soft rubber top of the vortex and allow the vortex to vibrate.
- 6.1.4. Mixing can be done for 3-5 seconds or as indicated by the protocol specific laboratory processing instructions.



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6.2. Maintenance

- 6.2.1. Clean vortex surfaces and the surrounding area as needed with warm soapy water and 10% bleach solution.
- 6.2.2. Periodically, check to make sure electrical plug is undamaged and no repairs are required.
- 6.2.3. Contact CTSI management of electrical plug or equipment needs repaired.

**7. REFERENCES**

- 7.1. Vortex User's Manual

**8. APPENDICES**

None

**9. AMENDMENT HISTORY**

Date of Amendment: 22 Dec 2016

Amendment Request by: Robert Orr

Change Control No, if applicable: CTSI-CRC-PL-DC-2016-016

Details of Amendment: Updated to footer file location; updated the SOPs in 5.2; Removed references to C14 lab processing from 1. Objective and 2. Scope