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![UHN / Mount Sinai Hospital logos] Department of Microbiology Quality Manual	Version: 1.1 CURRENT	
Section: Bacteriology Procedures	Subject Title: **WASPLab Manual Streaking Station Operator Manual**	
Prepared by QA Committee		
Issued by: Laboratory Manager	Revision Date: 1/16/2024	
Approved by Laboratory Director: Microbiologist-in-Chief	Next Review Date: 1/16/2026	

<p style="text-align:center">**Uncontrolled When Printed**</p>

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Introduction

The Manual Streaking Station (MSS) is a WASPLab component used for the manual seeding of Media Plates to be incubated in WASPLab system.
The MSS software communicates with the LIS to provide the operator instructions about streaking of the plates. Those plates are labelled using the MSS printer and are automatically checked in WASPLab for incubation conditions.

This section describes the normal operation of the WASPLab Manual Streaking Station.

Manual Streaking Station Installation

Before use of the Manual Streaking Station it is necessary to setup the streaking protocols and details in the WASPcore system, this operation is reserved to authorized personnel.

The MSS can work only with an active LIS connection.

The PC where the Manual Streaking Station software is installed must be connected to a printer, to create labels for the streaked media plate.

For details refer to the vendor manual.

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Manual Streaking Station Procedure

1. On the workstation PC desktop, if not already open, double click on the icon "**Manual Streaking Station**". It may takes approximately 10 seconds for the software to start up.

2. Select the field **Sample barcode**, scan the barcode of the sample and click on **Query**.

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3. The software screen will population with information about the plates to streak:

A. **Protocol:** protocol name
B. **Media:** progressive number of the plate to streak
C. **Media:** type of plate
D. **Loop:** type of loop
E. **Streak:** the streaking pattern
F. **Media Barcode**: barcode of the streaked media

G. **Print:** print label for one plate
H. **Print all:** print labels for all plates
I. **First :** go back to the first media of the protocol.
J. **Previous:** go back to the previous media
K. **Next:** go to the next media
L. **Send to LIS:** to send to the LIS the confirmation of the media streaking

4. Click on Print All (H) to print the labels to be applied to the plates

5. Streak the plate according to the protocol (A)

6. If streaking one plate at a time, click on Next (9), to display the streaking details of the next plate.

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7. When all the plates for the sample are streaked and labelled, click on **Send to LIS** (L) to send to the LIS the confirmation of the order.

    ATTENTION: The '**Send to LIS**' button become active only if all the media label are printed.

    This command allows the check-in of the plates in WASPLab, that can be manually loaded to start the incubation accordingly to the defined protocol. SeeWASPLAB Operator Manual.

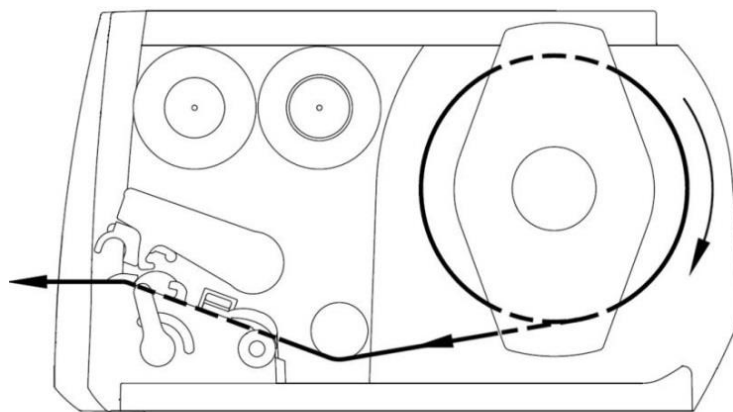UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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Printer Maintenance

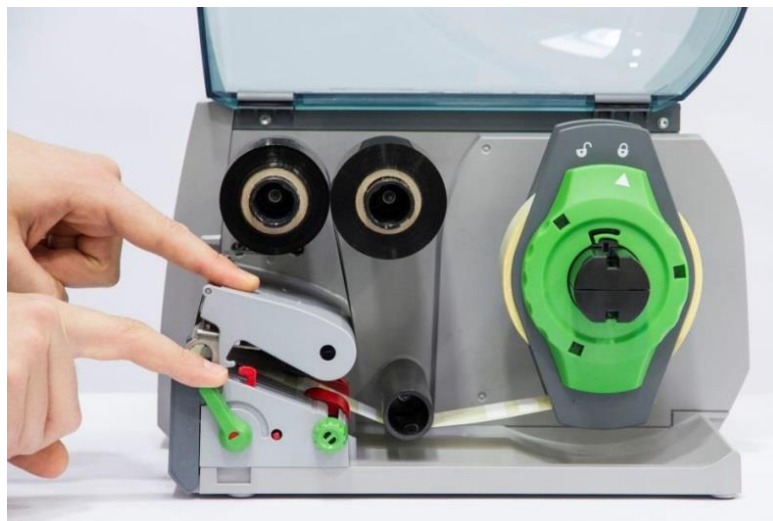The Manual Streaking station only requires printer maintenance including replacement of labels and ribbon upon use of the rolls.

How to Change the Label Roll

Below is reported the scheme to be follow for the label roll replacement.

1. Turn lever counterclockwise to unlock the Printhead.

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2. Turn the ring counterclockwise, so that the arrows points to the unlocked " 🔓 " symbol and releases the margin stop from the roll retainer.

3. Pull the margin stop out of the roll retainer.

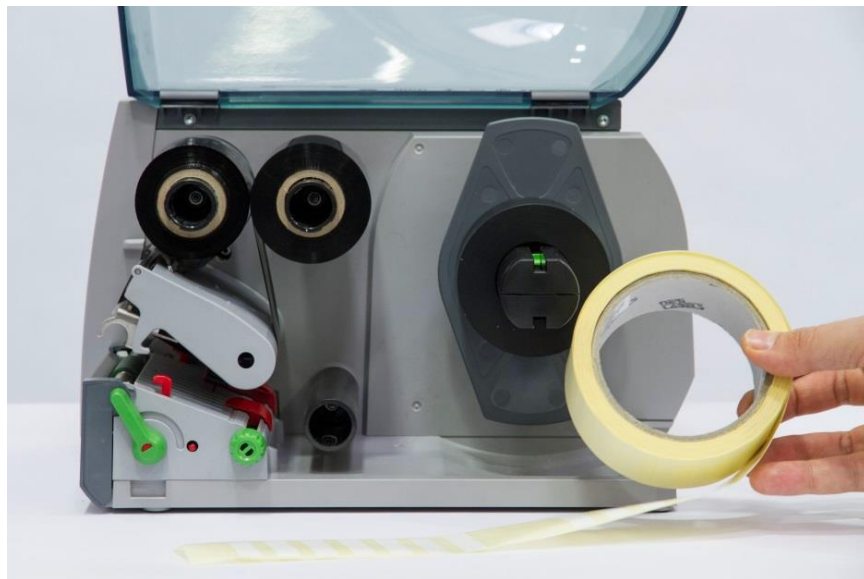UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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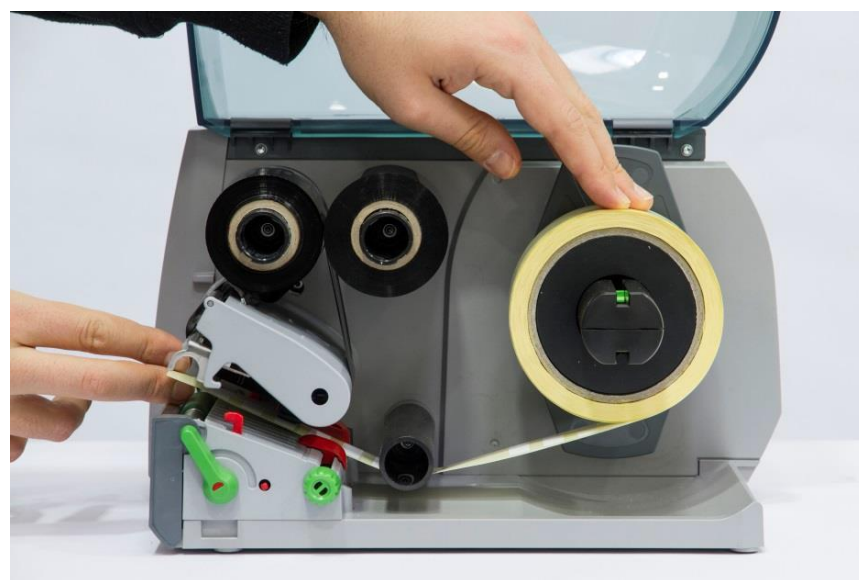Management System\UHN_Mount Sinai Hospital Microbiology\Standard Operating Procedures\Bacteriology Procedures\

4. Remove the previous label roll but leave the black hub on the knob.

5. Load the new label roll on the black hub on the knob, and position it below the roller and guide it through the print unit.

6. Guide material through the print unit below the label sensor.

7. Move guides closely to the edges of the material without clamping the material.

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8. Re-mount the margin stop and push against the label roll as far as possible.

9. Turn ring clockwise, so that the arrow points to the " 🔒 " symbol, and thus fix the margin stop on the roll retainer.

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10. Make sure that one or two labels are outside the Printhead. This will avoid problems of stuck.

11. Press print head retainer down and turn lever clockwise to lock the printhead.

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How to Change the Ink Ribbon

Below is reported the scheme to be follow for the ribbon roll replacement.

1. Turn lever counterclockwise to open the printhead.

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2. Remove the used set for transfer ribbon from the two hubs.

3. Get the set for transfer ribbon replacement, which is composed by a transfer roll and a ribbon core.

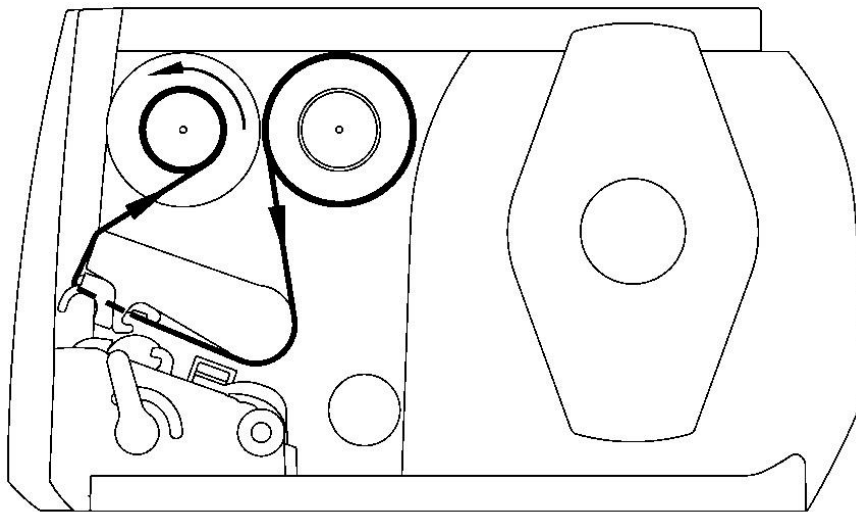UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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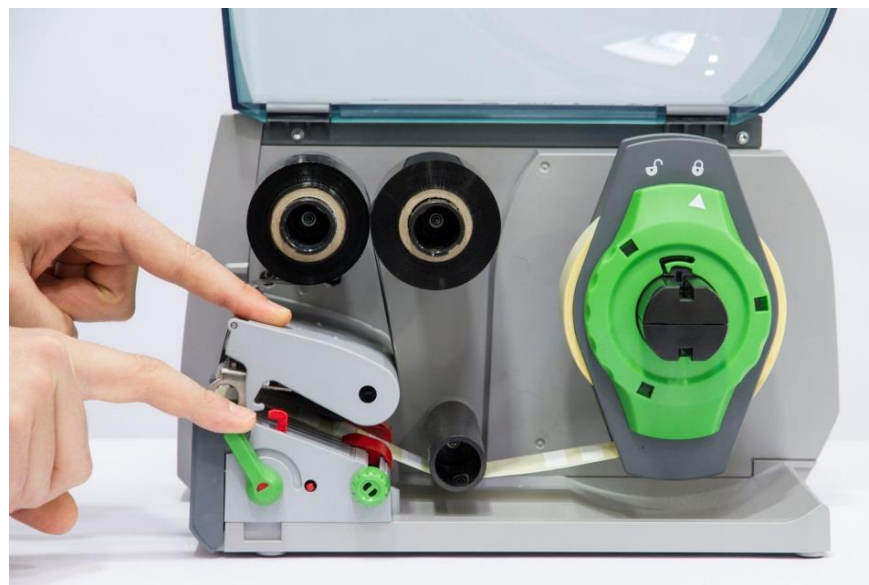Management System\UHN_Mount Sinai Hospital Microbiology\Standard Operating Procedures\Bacteriology Procedures\

4. Load the transfer ribbon on the hub and the ribbon core on the take-up hub over the printhead.

5. Guide transfer ribbon though the printing unit.

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6. Guide transfer ribbon over the label sensor!

7. Secure starting end of the transfer ribbon to the ribbon core using adhesive tape.

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8. Turn transfer ribbon take-up hub counterclockwise to smooth out the feed path of the transfer ribbon.

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9. Press printhead down and turn lever clockwise to lock printhead.

Reference
Manual Streaking Station Operator Vendor Manual, Document number: HPAMSSEN REV00, COPAN WASP S.r.l.

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Record of Edited Revisions

Manual Section Name: WASPLab Manual Streaking Station Manual

Page Number / Item	Date of Revision	Signature of Approval
Annual Review	November 06, 2019	Dr. T. Mazzulli

Full document review included in all updates. Bi-annual review conducted when no revision had been made within 2 years.

Page Number / Item	Date of Revision	Edited by:
Minor formatting change	April 11, 2021	Jessica Bourke
Biennial Review with no change	February 27, 2023	Jamaal Pratt
Minor formatting change	November 20, 2023	Jamaal Pratt

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