

OPERATOR TRAINING

Operator Training	Observation	Checked (Y/N)	Date	Trainer/Evaluator
Instrument				
Complies with Health and Safety Procedures				
Can use iLab for reservations				
Has read the instrument SOP				
Can perform Daily Maintenance according to Checklist				
Able to prepare fluidics and connect tanks				
Can perform system clean manually				
Knows how to change the waste tank and add bleach				
Knows how to switch on the instrument				
Knows how to switch off the instrument				
Software				
Knows how to log into the acquisition software				
Can set up an experimental template				
Can acquire samples				
Adjust PMT gain (voltages)				
Design a Gating strategy for the project				
Statistics				
Can perform auto compensation				
Can export data as fcs files and experiment				
Advanced				
Area scaling				
Threshold				
Application settings				
Experimental layout				
HTS system – if needed				
Can change configuration file – if needed				
Out of hours Users				
Can troubleshoot – air bubble, priming, computer-diva issues				
Can perform instrument QC run alignment beads, checks CV peak channel and graph results				
Can troubleshoot out of range values				

Signature of Operator
Trainer Sign Off & Date
Machine used
Retraining needed & Date
Comments/Notes

Theory course taken