

Revision: ----	Document Code: WI- ML- 6379	Standard Operating Procedure (SOP) for Behdad Incubator	 دانشگاه گیلان گودام بهداشتی و درمانی استان گیلان دانشگاه پزشکی
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Standard Operating Procedure (SOP): Behdad Incubator (Made in Iran)

1. Objective

To describe the operating procedure for the Behdad Incubator.

2. Scope of Operation

To provide an optimal temperature environment for microbial growth within an adjustable range of 20°C to 85°C .

3. Responsibility

The responsibility for implementing this protocol lies with the relevant laboratory technicians and specialists.

4. Operating Procedure

- C/F Key:** This key is used to switch the temperature unit between Celsius ($^{\circ}\text{C}$) and Fahrenheit ($^{\circ}\text{F}$).
- SET Key:** Used for temperature adjustment. By pressing this key, the desired temperature can be set within the range of 20°C to 80°C . (Upon pressing the SET key, the set value will begin to flash; use the **UP** and **DOWN** keys to increase or decrease the value).
- UP & DOWN Keys:** Used to increase or decrease time and temperature parameters.
- Display Panel:** Used to display current temperature, temperature settings, time, and an indicator light that signifies the heating element is active.

Important Note: To extend the lifespan of the display, the screen will automatically turn off after a period of continuous operation. If necessary, the display can be reactivated by pressing the C/F key.

Operational Constraints:

- The operating temperature range is from 5°C above the ambient temperature up to 85°C .
- Maximum ambient temperature should not exceed 30°C to ensure optimal temperature stability.
- A maximum humidity level of 40% can be maintained by placing a water tray inside the incubator.

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5. Safety Precautions

- Ensure the door is properly closed and avoid leaving it open for extended periods.
- Samples must be placed securely on trays or shelves.
- The incubator must be unplugged from the power source before cleaning.
- Before performing any maintenance or repairs, ensure the incubator has been decontaminated, cleaned, and disconnected from the electrical outlet.

6. Maintenance and Care

- Close the door immediately after opening to prevent temperature fluctuations.
- Use a beaker or a water container inside the incubator to maintain adequate humidity.
- All incubators must be cleaned monthly and immediately following any infectious spills (using 10% Hypochlorite solution or Decon X).
- Unplug the device before cleaning.
- Clean internal and external surfaces with a soft cloth moistened with a mild cleaning solution.
- Avoid direct contact between cleaning agents and electrical components.
- Ensure the interior of the incubator is completely dry before reconnecting it to the power supply.
- Verify the incubator temperature daily using a calibrated thermometer; record the temperature twice daily on the temperature log chart.
- All maintenance, cleaning, and daily temperature monitoring activities must be documented in the designated logs.

Note: If the incubator temperature deviates from the acceptable range for the respective unit, the technical officer or supervisor must be notified immediately.

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