

# Protocol for Usage of Glassware Washer

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Before you proceed!

1. Rinse all your glassware to remove any residual liquid or solid chemicals.
2. Glassware must be free of any biological reagent. All glassware that has come in contact with biological reagents must be autoclaved before using the glassware washer.
3. The machine should only be used for washing glass or plastic items.

## User Responsibilities

The users are responsible for:

- a. Operating the machine safely by following the Standard Operating Procedure.
- b. Report any machine malfunction to the Chemistry Lab Supervisor (Michael Liu: [michaels.liu@utoronto.ca](mailto:michaels.liu@utoronto.ca)).
- c. Fill in the log sheet for the glassware washer.

## Standard Operating Procedure:

1. Book your time slots through the online booking system and send a confirmation e-mail to [michael.liu@utoronto.ca](mailto:michael.liu@utoronto.ca)
2. Check that:
  - a. there is no glass debris in the bottom tray. If any is found, carefully discard it in the “broken glass” pail near the sink.
  - b. there is enough detergent. You can find the detergent behind the glassware washer.
3. Place the “Research” label in the “WHO’S WASHING” area on the door.
4. Choose the appropriate spindle header (see Fig. 2) based on the size of the glassware to be washed. The header with 49 positions is for items between 50 and 400mL. Larger items are washed with the second header that has 25 positions. Remove the holding screen (see Fig. 1) when washing large items, e.g. 2L volumetric flasks and 4L bottles. (If you need to put the wire holding screen back on the header, line up the holes on the four corners and slide it back on.)

Fig. 1 Wire Holding Screen



Fig. 2 Spindle Header



Fig. 3 Metal Separation Tray



5. Place glassware on the spindles of the chosen header (spindles with white plastic top). Make sure you use the wire holding screen for small items, otherwise glassware will break.
6. **NOTE:** Washer must be turned off when the drop down door is open! Open the drop-down door. Roll the transfer table with the spindle header to the door and slide the guides onto the door. Roll the spindle header off the transfer table and along the track into the washer. The spindle header must be pushed all the way in and securely connected to the nozzle at the back.
7. Slide the metal separation tray (Fig. 3) along the appropriate guide slot and into position on top of the glassware. Choose a position so that there is minimal space between the top of the glassware and the tray. (Flat items such as spatulas and watch glasses can be put in small metal trays and then placed on top of the metal separation tray to be washed. Contact Lab Coordinators for instructions.)
8. Close the door tightly. Pull the handle out and then back in to secure the door.
9. Turn on the glassware washer by moving the CONTROL OFF/ON switch to the right (ON position). The switch should turn green at this time.
10. Push the START button. The cycle will run for 30-35 minutes.
11. If any glassware is forced off the spindle or anything abnormal happens, then push the STOP button and the cycle will pause. You can open the door, fix the problem and then close the door. To restart the cycle, turn the STOP knob to the right and press START.
12. When the display reads "Cycle Complete", turn the CONTROL OFF/ON switch to the LEFT (OFF position), open the drop-down door, and pull the spindle header out. Roll the spindle header back onto the transfer table and promptly remove the clean glassware.
13. Check the bottom tray for any glass debris. Discard any, if found, into the "broken glass" pail.
14. Check the floor for any water and wipe it dry with paper towels.
15. Before you leave, fill in the log sheet that is in the folder on the bench beside the wall.

