Core Equipment ID: 10447

Description: Kodak X-OMAT Film Processor 2000A

Room: B-410

Champion:

1.0 Purpose
Standardize the process of control, maintenance, ownership of the Kodak X-OMAT Film Processor 2000A located in Room B410.

1.1 Kodak X-OMAT Film Processor 2000A Capabilities
This tabletop processor is designed for medium- and low-volume processing applications such as those found in clinics, private offices, imaging departments, laboratories, mobile vans, emergency and trauma departments, and surgical suites.

This processor combines proven reliability and image quality with a selection of two processing cycles. The rapid cycle (90 seconds) processes 125 34 x 43 cm films an hour and is recommended for Kodak T-Mat films and similar general-purpose radiography films.

The standard cycle (120 seconds) processes 100 34 x 43 cm films an hour. The 2000A processor is designed for 110-volt power sources.

2.0 Reason for Issue
Maintain a document that describes the Standard Operating Procedures that allows for the standard safe and maximal use of the Kodak X-OMAT Film Processor 2000A within the Pharmacology and Toxicology Core Facilities.

3.0 Process Description
Allow Core Facility Users within the Pharmacology and Toxicology Department to properly and effectively use the Kodak X-OMAT Film Processor 2000A. The process description details the standard use of the Kodak X-OMAT Film Processor 2000A. The controlled standard must maintain and adhere to proper approved research and regulatory qualitative conditions.

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Author: Brian Jespersen

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Approval Date:
3.1 SOP: 10447.B410.001 for Kodak X-OMAT Film Processor 2000A, authored by Dr. Stephanie Watts and Brian Jespersen, created on 8/20/08, approved on 8/25/08.

3.2 SOP: 10447.B410.001 applies to any User and/or Trainer of the Kodak X-OMAT Film Processor 2000A.

3.3 Responsibilities

All Users are responsible for obtaining the proper approval and training before the use of the Kodak X-OMAT Film Processor 2000A. All Users are responsible for the proper use, according to defined protocol, when using the Kodak X-OMAT Film Processor 2000A.

a. All Users must schedule equipment use in the Equipment Schedule Logbook at least 24 hours prior to use. No User may schedule more than a two-hour consecutive block. The Equipment Schedule Logbook is located on the desk behind the Kodak X-OMAT Film Processor 2000A.

b. All Users must remember that the Kodak X-OMAT Film Processor 2000A is used by multiple other Users and many Users are under time constraints. Users must be aware of possible constraints and helped to allow the productive shared use of the Kodak X-OMAT Film Processor 2000A.

c. All Users must record all equipment use in the Equipment Usage Logbook post-use on the same day as the recorded use. The Logbook is located on the desk behind the Kodak X-OMAT Film Processor 2000A. Within the Logbook on the current log sheet, Users must record the following: Date, PI, Name, Lab Location, Phone Number, Films, Problems/Comments.

 d. While the Kodak X-OMAT Film Processor 2000A is developing film, Users must turn the “Dark Room In Use” sign on and lock dark room door. The sign is located above the door outside of the dark room. The sign warns other Users not to enter the dark room during the development stage, which could compromise film development.

 e. When the “Dark Room In Use” sign is on the main room lights must be turned off and the dark room red lights turned on.

 f. Once film development has finished, the “Dark Room In Use” sign and the dark room red lights may be turned off and door unlocked.
Room B-410 lights must be turned off and dark room door must be locked when not in use.

3.4 Equipment Safety Issues

a. **No User is to open the Kodak X-OMAT Film Processor 2000A. Only Spartan X-Ray is allowed this privilege.**

b. Do not use film smaller than 3” x 5”.

c. If the Kodak X-OMAT Film Processor 2000A enters “sleep” mode press the resume button to resume processor use. The resume button is a black button located on the upper-right side of the processor.

d. Do not use Kodak X-OMAT Film Processor 2000A until the “Red” indicator light has turned off.

e. Do not manually pull / force film from the Kodak X-OMAT Film Processor 2000A.

f. Feed only one film at a time into the Kodak X-OMAT Film Processor 2000A.

g. Stop use if film does not automatically exit the Kodak X-OMAT Film Processor 2000A.

3.5 Quality Measures

Spartan X-Ray services and inspects the Kodak X-OMAT Film Processor 2000A monthly. Quality assurance measures are currently covered in the Spartan X-Ray service agreement.

3.6 Procedure; Kodak X-OMAT Film Processor 2000A Use

Setup

a. **Prior Use** check Kodak X-OMAT Film Processor 2000A developer and fixer tank levels prior use. The developer and fixer tanks are located on the floor adjacent the instrument. Developer and Fixer levels should be kept at a level high enough to submerge the feed tubes without allowing air to enter the feed line.

b. If either tank is low it must be replaced with a full tank. Remove the tank screw lid and feed tube and secure it in a new tank. Label
the empty tank with User initials, date, and “EMPTY.” The new tank must be labeled “New” with User initials and date.

c. Log tank changes in the User Usage Logbook under Problems / Comments when logging Kodak X-OMAT Film Processor 2000A use. Record what tank type was changed: developer or fixer.

d. Turn on the Kodak X-OMAT Film Processor 2000A, 15 – 30 minutes prior use. The “On” switch is located on the right - front of the machine.

e. **Do Not** use the Kodak X-OMAT Film Processor 2000A until the indicator ready light has turned on. This indicates that the machine is ready for use.

f. **Do Not** change the dryer time or any water outlet flow this includes adjusting the water flow from the sink. Default settings are the optimal operational settings for the Kodak X-OMAT Film Processor 2000A. **No settings are to be modified for individual User use.**

**Film Development**

g. Place film in the input tray, lengthwise. The input tray is located on the upper-right side of the Kodak X-OMAT Film Processor 2000A. If film is not automatically fed into the processor refer to 3.4c.

h. The Kodak X-OMAT Film Processor 2000A will automatically move the film into the processor. Make sure to allow the feed rollers to grab film. **DO NOT** attempt to remove film once the feed has started.

i. When film exposure has finished the Kodak X-OMAT Film Processor 2000A will “beep.” Do not feed more film into the developer until after “beep.” At this point the dark room red lights and “Dark Room In Use” sign maybe turned off.

j. Film processing takes two minutes. Once processing has been completed the Kodak X-OMAT Film Processor 2000A will deposit the film on the outlet tray. Outlet tray is located on the upper-left side of the processor.

k. **Turn Kodak X-OMAT Film Processor 2000A off after use.**

l. Throw away discarded film.
3.7 **Core Materials**

Core materials are currently maintained, monitored and replaced by Spartan X-Ray under the current service agreement. These materials include film developer and fixer, the silver trap and water filter.

3.8 **User Materials**

Film for the Kodak X-OMAT Film Processor 2000A maybe purchased from the below address. This is not the only possible supplier for Kodak X-OMAT 2000A film. Users are individually responsible for the compatibility, maintenance and purchase of these materials.

*Extraoral Film – Kodak T-MAT*


3.9 **User Use Records**

a. **Records of Use** – All Kodak X-OMAT Film Processor 2000A use must be recorded. Refer to 3.3a, 3.3b, 3.6d, 3.6e.

b. **Error Messages / System Issues** - All error messages and system issues must be relayed to the Equipment Champion and the Pharmacology and Toxicology Core Facility Manager. This information must be relayed on the same day as equipment use. Error messages / system issues must be recorded, refer to 3.3c.

3.10 **Resource Index**

The below Kodak X-OMAT Film Processor 2000A listed resources can be found in the left drawer below the Kodak X-OMAT Film Processor 2000A in room B-410.

a. Operators Manual

b. Instillation Instructions

*Kodak X-OMAT Film Processor 2000A Service and Maintenance*

Spartan X-Ray – (800) 572 - 4330

4.0 **Competences, Authorization and Training**

New Users must receive proper authorization from either the Equipment Champion and / or Pharmacology & Toxicology Core Facility Manager before equipment use. A new User may contact the Equipment Champion or Pharmacology & Toxicology Facility Manager to schedule training. Training includes SOP and instrument familiarization and any additional required or specialized training. Once training is complete authorization may be issued
and B-410 room access may be allowed. All Users are individually responsible for current SOP familiarization.

5.0 SOP Performance and Equipment Review

The effectiveness of the SOP: 10447.B410.001 will be monitored by the Pharmacology & Toxicology Core Facility Manager, Equipment Champion and All Users. Any procedural or qualitative deviations will be reflected within an updated SOP. Any Approved User should aptly report any procedural or qualitative issues and / or errors to the Pharmacology & Toxicology Core Facility Manager or Equipment Champion. The Equipment Champion’s name and contact information can be found on the Core Facility Identification Sticker. The Core Facility Identification Sticker is located on the Kodak X-OMAT Film Processor 2000A. The Core Facility Manager’s contact information maybe found on the Core Facility Contact Posting within room B-410. Updated SOPs will be published and Approved Users will be notified. SOP: 10447.B410.001 review will occur every two years.

5.1 Update Date:
Reason for SOP Change:
New Version #:

5.2 Update Date
Reason for SOP Change
New Version #:

6.0 Definitions

a. **SOP** Standard Operating Procedure, which is a standard guide that officially standardize the process of control, maintenance and ownership of the Kodak X-OMAT Film Processor 2000A. The SOP number stand for (xxx . xxx . xxx) equipment number . room number . SOP version number.

b. **Originator / Author** The individual representing the Pharmacology and Toxicology Core Facilities that created SOP: 10447.B410.001.

c. **Stakeholder** Any individual that uses the Kodak X-OMAT Film Processor 2000A, included the Pharmacology and Toxicology Core Facilities Department.

d. **New User** An individual who has not completed the requirements of section 4.0.

e. **Approved User** An individual who uses the Kodak X-OMAT Film Processor 2000A and has fulfilled section 4.0. This title may only be given by the
Equipment Champion and / or the Pharmacology and Toxicology Core Facilities Manager.

f. **Champion** An individual who's direct expertise with the Kodak X-OMAT Film Processor 2000A has been recognized by the Pharmacology and Toxicology Core Facilities Committee. This title is may only be given by the Pharmacology and Toxicology Core Facilities Committee.

### 7.0 Appendix

This SOP was written by: Brian Jespersen ________________________

This SOP was reviewed by: Dr. Stephanie Watts ________________________

This SOP was authorized by: Dr. J.R. Haywood ________________________

Issue Date: ________________________