



Standard Operating Procedure: Tutela

Document History

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1. Background

- This is an SOP for use in the biorepository and describes how to access the Tutela online freezer monitoring programme
- The system is connected via the network and so in the event of a server failure, monitoring will need to revert to manual procedures until systems are restored.
- Technical support can be obtained via the Tutela help line 01252 406340 or via an administrator

2. Quality Assurance/ Control

The unit should be calibrated on a regular basis as advised by Tutela.

3. Procedure

1. To log on visit www.tutelasytems.com/new
2. Enter Username and password and click 'login' (pop ups may need allowing)
3. Select the desired site (NGH or RHH)
4. to view temperatures click 'sensors'
 - a. In this view you can monitor the room and individual freezer temperatures by selecting the desired sensor.
 - b. These readings can be viewed 24hrs, 7day or month view.
 - c. <- or-> arrows will also allow you to move views on the selected timescale.
 - d. Specific dates can also be selected using the calendar function.
 - e. Sensor values will list the temperatures numerically rather than graphically.
5. To return to the sensor list click 'sensor check' button.
6. To change sites, select 'sites'
7. To notify Tutela of probability of Freezers alarming send a fax to 01252 406402 stating the Tutela Freezer numbers, our corresponding numbers, Date, Time and a brief reason.

In the event of an alarm activation

8. When you log onto the system and go to sensors, the sensor that has been activated will be flashing. Red for new alarm and Amber for an alarm not yet completed.
9. Select the flashing alarm and click on 'audit' button.
10. This will open the alarm record of which the initial part will cover the actions taken by Tutela i.e. time of alarm and person called out to deal with the alarm.

11. The person responding to the alarm will be required to complete the next part of the form stating what actions had been taken / are required.
12. The users will need to enter PIN code to complete the process and confirm entry made.
13. Once the person responding to the alarm has completed the form it will require final sign off by the administrator who will need to sign in as normal.
14. Select the amber flashing alarm on the sensor list.
15. Select 'Audit' and complete the final part of the form, stating what follow up was required. The users PIN number will be required to complete and confirm.
16. Hard copies of records can be signed off at any stage but electronic copies are stored in the document library.

7. Associated Documents

	Document	Document Reference
1	Freezer maintenance SOP	BIO:SOP:02
2	Freezer maintenance, emergencies/ Breakdowns	BIO:SOP:03
3	O2 Depletion Monitor	BIO:SOP:10
4		
5		
6		
7		