APPENDIX II - Loading New Bottles

I. Venting

Venting is not necessary with the new generation of BacT/Alert bottles. Use 3% hydrogen peroxide to clean all blood from the exterior of the bottles before loading.

If an old generation aerobic adult or pediatric bottle is received (the old generation bottles are shorter than the new bottles), it must be aseptically vented before loading to enhance the growth of aerobic organisms. Vent the bottle in the laminar flow hood to minimize contamination. Thoroughly clean the rubber septum with 3% hydrogen peroxide followed by 70% alcohol gauze. Using a sterile venting unit or a sterile syringe with the plunger removed, pierce the septum and leave the needle in place for a few seconds until the vacuum in the bottle has dissipated.

II. Quick Data Entry

1. Touch the "Quick Data Entry" icon on the BacT/Alert terminal.

2. Wand in the accession # .

3.

4. Save

III. Load Bottles

Note: when loading bottles, **always** handle only **one** bottle at a time to avoid loading errors.

1. Touch the blue "Load Bottles" icon at the BacT/Alert 3D controller screen.

2. Wand in the BacT/Alert bottle barcode. Check that the correct bottle type appears on the screen. If the wrong barcode was read (e.g. Accession #) or if the barcode scanner read the # incorrectly, the bottle type will display as "Unknown". To correct this, touch the bottle bar code field to bring the cursor back and reread the bottle bar code correctly.

3. If a generic bottle bar code label was used to replace a missing or unreadable bottle barcode, the bottle type will display as "Unknown". Touch the up/down arrows on the bottle type field to match the bottle being loaded.

4. After reading the bottle code, the cursor moves to the accession # field. Wand the accession #. Check to see that the accession # has been read correctly. The BacT/Alert will accept **any** barcode in these fields and will cause problems later if it has not been entered correctly.

5. If the bottle being loaded needs an incubation time other than the default 5 days, touch the "Maximum Test Time" icon (a bottle with a clock). This brings up the "Maximum Test Time" screen. Touch the arrow up/down to adjust the maximum test time (e.g. 21 days for SBE). Touch the "check" mark to save..

6. Drawers with available cells will have a green light on. Open the drawer and load the bottle in any cell with a cell light lit. When the bottle has been loaded, the bottle ID and accession # fields will clear and the BacT/Alert will be ready to scan and load the next bottle.

7. When all loading is complete, touch the "check" button to return to the main screen.