

TB SOP104 Zebra Printer

Document Title: Zebra Printer

Document Number: TB SOP104

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Summary of Amendments

Version Number	Modification:
V1	Reviewed and updated SOP PRO/AD/TBR/009

1 Purpose and Contents

- a. This document defines the Trust's procedures for Tissue Banks procedure for printing labels for sample identification.
- b. It aims to provide clear guidance on labelling samples to conform to HTA standards.

2 Roles & Responsibilities

- a. The Zebra label printer is connected to Tissue Bank computers, used by trained Tissue Bank members of staff.
- b. Training in this procedure will be carried out by a member of the Tissue Bank.
- c. There will be a period of supervision (the length of time depending on the individual being trained) followed by an informal assessment.

3 Policy

- a. This SOP is mandatory and, as per the Trust's Information Governance and Records Management framework, non-compliance with it may result in disciplinary procedures.

4 Procedure

Maintenance

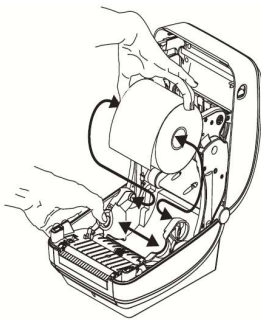
- a. In the event of a breakdown contact the IT department via logging a call in the intranet or phone the help desk. Quote Tissue Bank Zebra Label printer.
- b. Cleaning (as required).
- c. Exterior – clean down with a water-dampened cloth.
- d. Interior – gently brush out the printer with a dry brush.

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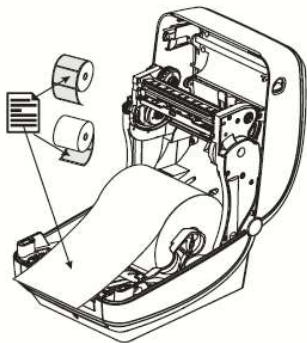
- e. Peel bar / Media path – clean both components thoroughly with 90% alcohol and a fibre-free cloth. Let all alcohol evaporate and dry completely before use.
- f. Printhead – only clean the printhead when it is completely cool (at the beginning of the day or if the printer hasn't been used in a few hours). Using a new cleaning pen ordered through Zebra swab the dark line on the printhead cleaning from the centre to the outside edges of the printhead.
- g. Platen roller – you must remove the platen roller before cleaning. Clean both the platen roller thoroughly with 90% alcohol and a fibre-free cloth. Let all alcohol evaporate and dry completely before use.

Loading a new roll of labels

- a. When you load a new roll of labels you must place the roller onto the media handlers. Please ensure you use the correct type of labels for the printing you require.
- b. With your free hand pull the roll guides open and place the roll of labels into place. Release the roller guides. Orient the roll of labels so the printing face is facing up as it passes over the platen (drive) roller:

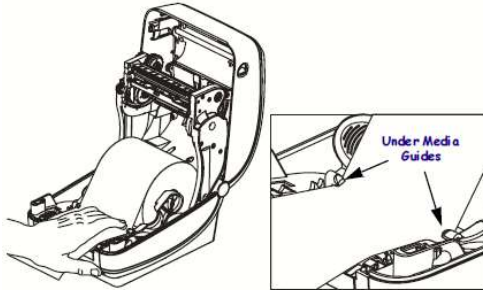


- c. Pull the end of the roll so that it extends out of the front of the printer.



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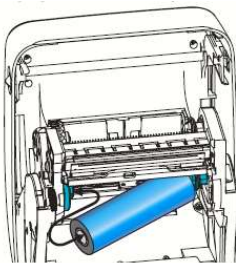
- d. Push the roll of labels under the media guide.



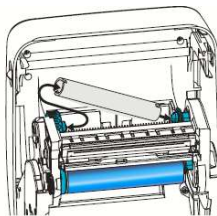
- e. Close the printer, press down until the cover snaps closed.

Replacing the printer ribbon

- a. Open the printer by releasing the latch lever.
- b. Place the new printer ribbon onto the lower ribbon supply spindles.

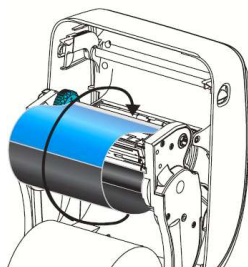


- c. Rotate the roll until the notches align and lock/click into place.
- d. Place an empty roll onto the upper ribbon supply spindles.

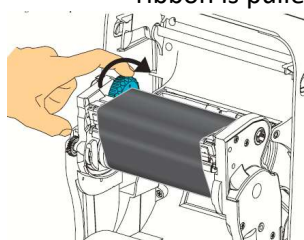


- e. Rotate the roll until the notches align and lock/click into place.
- f. Pull the transfer ribbon's lead off the roll and attach it with the adhesive strip on to the empty ribbon core on the supply upper spindle. Centre the ribbon on the ribbon core.

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- g. Rotate the thumb wheel on the left-hand side to supply the upper spindle. Ensure the ribbon is pulled tight across the printhead.



- h. Close the printer, press down until the cover snaps closed.
- i. Press the feed button to feed a minimum of 10 cm of labels to ensure the ribbon and labels are aligned.

Daily use

- a. Click on the zebra label icon to open the application. 
- b. Click file and open, this will open all templates that have been created for the zebra label printer.
- c. Click to highlight the appropriate template and click open. The template will open on the zebra application main screen. Double click on the template to amend accordingly.
- d. Once amended close the editing box and press print.

Creating a new template

- e. Click on the zebra icon to open the application. 

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- f. Click file and open, this will open all templates that have been created for the zebra label printer.
- g. Click to highlight the template that is the closest fit to the new template you need to create and click open. The template will open on the zebra application main screen. Double click and amend the template to suit the new requirements.
- h. Once the template is completed click file, save as. Rename the new template by the project number or by the tissue type.
- i. If a study has more than one label template create a new folder within the zebra folder and name it with the project number.

5 Risk Management / Liability / Monitoring & Audit

- a. The R&D SOP Committee will ensure that this SOP and any future changes to this document are adequately disseminated.
- b. The R&D Department will monitor adherence to this SOP via the routine audit and monitoring of individual clinical trials and the Trust's auditors will monitor this SOP as part of their audit of Research Governance. From time to time, the SOP may also be inspected by external regulatory agencies (e.g. Care Quality Commission, Medicines and Healthcare Regulatory Agency).
- c. In exceptional circumstances it might be necessary to deviate from this SOP for which written approval of the Senior R&D Manager should be gained before any action is taken. SOP deviations should be recorded including details of alternative procedures followed and filed in the Investigator and Sponsor Master File.
- d. The Research and Development Directorate is responsible for the ratification of this procedure.

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Further Document Information

Approved by: <i>Management/Clinical Group</i>	<i>Directorate</i>	Research and Development Directorate					
Approval date: <i>(this version)</i>	Current approved version date						
Ratified by Board of Directors/ Committee of the Board of Directors:	STET						
Date:	N/A						
This document supports: <i>Standards and legislation</i>	Medicines for Human Use (Clinical Trials) Regulations 2004 and all associated amendments. UK Policy Framework for Health and Social Care Research (2023) Human Tissue Act 2004						
Key related documents:	Trust Research Policy Trust Policy DN1 Document Control Procedures Activity Location Guide Risk Assessment RAC/RD/TBR/005 – Labelling Samples (Datix 2400)						
Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative, complete Equality Impact Assessment Form available in Disability Equality Scheme document DN192 and attach.							
Groups	Disability	Race	Gender	Age	Sexual orientation	Religious & belief	Other
Yes/No	NO	NO	NO	NO	NO	NO	NO
Positive/Negative							
Review date:	April 2027						