Welcome to the Alfa Wassermann Family of Clinical Chemistry Systems

5 Steps to a Seamless Installation

Site Installation Requirements  •  Recommended Lab Supplies  
Trainee Self-Assessment  •  Customer Information  •  Travel Instructions

Congratulations on your purchase of the ACE Alera Clinical Chemistry System! To ensure a smooth installation and training process, please carefully review the Five Steps to a Seamless Installation.

Step 1  Site Installation Requirements: System Requirements and Suggested System Layouts are detailed to ensure that the lab is ready for system installation.

Step 2  Recommended Lab Supplies: The initial reagent / disposable and general lab supplies order should be placed prior to training. These supplies should be received so that the analyzer is ready for use immediately following training.

Step 3  Trainee Self-Assessment: To ensure the appropriate level of training, the Self Assessment sheet must be completed and returned to the Sales Administrator FAX (973) 882-9727 prior to training being scheduled.

Step 4  Customer Information: Consists of the Customer Site Specification Confirmation and ACE System Customer Information. To best serve our customers, we ask that you complete and return this sheet to the Sales Administrator FAX (973) 882-9727 prior to training being scheduled.

Step 5  Travel Instructions: To ensure travel & lodging arrangements are appropriate, please refer to this document for important contact information (not applicable for on-site training).

Should you have any concerns regarding training or system installation, please feel free to contact the Sales Administrator, (800) 220-4488 ext. 270 or E-mail Training@AlfaWassermannUS.com.
STEP 1
Site Installation Requirements

System Requirements

✓ Environmental Requirements
  • Do not place the instrument in direct sunlight or near any vents.
  • Laboratory temperature should consistently be between 59°F and 85°F.
  • Generates a maximum of 2000 BTUs.
  • Installation site should have a sturdy, level, non-porous surface that is free of excessive vibration from other equipment such as a centrifuge.
  • A phone should be placed near the analyzer.

✓ Counter Space Requirements
  HEIGHT: 37.5 inches
  DEPTH: 30 inches
  WIDTH: 60 inches

✓ Electrical Requirements
  • ALLOWED INPUT VOLTAGE RANGE:
    100-240 VAC 6 Amps Max - Analyzer
    120 VAC 8 Amps Max - Printer
  • FREQUENCY: 60 Hz
  • LINE: 20 Amp Circuit, DEDICATED LINE RECOMMENDED

Suggested System Layouts

The diagram below is based on 30" deep counter tops. 37.5" above the counter is required to open the instrument for service and maintenance.
STEP 2
Recommended Lab Supplies

The following list of General Lab Supplies and Reagents, Calibrators, Controls and Consumables are not included with the system and must be ordered through your distributor prior to training. Alfa Wassermann Diagnostic Technologies offers an ACE® Installation Kit, P/N 402754, which includes the following items: Level 1 and Level 2 Chemistry Control Kits, GEMCAL™ Reference Serum, AST, BUN, Total Protein and Glucose Reagents, 1 pint Type 1 reagent grade water, 3 mL and 5 mL volumetric pipettes and pipette pump.

**General Lab Supplies**

1. Reagent grade water (must be NCCLS Type 1, deionized)
2. Kimwipes® or other “lint free” wipes
3. Sharpie® or similar permanent marking pens
4. Volumetric pipette Class A*: 3 mL and 5 mL; one each
   *Required for reconstitution of GEMCAL Reference Serum, Level 1 and Level 2 Chemistry Control Kits
5. Household bleach (unscented)
6. Pipette transfer device: Rubber bulb or pipette pump
7. Disposable sample transfer pipettes: 0.5 mL or 1.0 mL
8. Graduated cylinder (25 mL): required for preparation of ISE cleaning solution (if applicable)
9. Centrifuge for spinning down blood

**Reagents, Calibrators, Controls and Consumables**

Decide which tests will be run and estimate required quantities. You will need at least one of each of the following to begin running the ACE Alera Clinical Chemistry Analyzer. This information will be reviewed during training.

- **Routine Chemistries:**
  Refer to AWDT catalog for specific tests and product numbers

- **Calibrators and Controls:**
  GEMCAL Reference Serum, S1-32
  Level 1 Chemistry Control Kit, C1-1
  Level 2 Chemistry Control Kit, C1-2

- **Other:**
  NS Diluent – Normal Saline*, SA1020
  *Required to run Total and Direct Bilirubin

- **ISE (1 each included with system):**
  CAL A, SA1029
  CAL B, E1-2
  ISE Wash, SA1027
  Reference Electrode Solution, E1-3
  ISE Cleaning and Sodium Electrode Conditioner, SA1028

- **Consumables:** (1 each included with system)
  System Diluent, SA1021
  Cuvettes, ACD-2
  Sample Cups, ACD-6
  Seglets, ACD-3

Kimwipes® is a Registered Trademark of Kimberly-Clark Corporation. Sharpie® is a Registered Trademark of Sanford.
### Trainee Background Information

Please complete and fax to: Sales Administrator FAX (973) 882-9727

| Laboratory Name: | ____________________________ |
| Laboratory Address: | ____________________________ |
| City: | ____________________________ | State: | ______ | Zip Code: | ____________________________ |
| Laboratory Telephone: | ____________________________ | Laboratory Fax: | ____________________________ |
| Trainee Name: | ____________________________ |

#### Clinical Laboratory Training
- [ ] Formal Experience
- [ ] On The Job Training
- [ ] No Experience

#### Education (Check Highest Level)
- [ ] MD
- [ ] PhD
- [ ] BA/BS
- [ ] MA/MS
- [ ] BSMT – ASCP certified
- [ ] MLT – ASCP certified
- [ ] RN
- [ ] MLT/MA – no certification
- [ ] High School
- [ ] Some High School

#### Job Function
- [ ] Lab Manager / Director
- [ ] Primary Operator
- [ ] Secondary Operator
- [ ] Owner
- [ ] Office Manager

#### Type of Practice
- [ ] Independent Ref. Lab
- [ ] Military
- [ ] Veterinary
- [ ] Academic
- [ ] Pharmaceutical
- [ ] Physician Lab Office (specialty) ____________________________
- [ ] Other (specify) ____________________________

#### New Laboratory
- [ ] Yes
- [ ] No
- [ ] CLIA Certification

#### Test Information
- Number of Tests/Yr. ________
- Types of Tests: ____________________________
- __________________________________
- __________________________________

#### Prior Instrument Experience:
- System Manufacturer: ____________________________ Model: ____________________________
- System Manufacturer: ____________________________ Model: ____________________________

#### Training course expectations:
- [ ] Run Instrument
- [ ] Troubleshoot
- [ ] Train Others
- [ ] Other ____________________________

#### Room Accommodations:
- [ ] Non-smoking
- [ ] Smoking

IMPORTANT: Please fax this page to (973) 882-9727
## STEP 4
### Customer Information Form

Please complete and fax to:  Sales Administrator  FAX (973) 882-9727

**Customer Site Specification Confirmation**

I/We have reviewed the ACE Alera® Customer Site Installation Specifications (Step 1) and confirm that our laboratory meets the space, environmental, and electrical requirements, and is ready for the scheduled arrival of the installer. Delays due to insufficient space, environmental, or electrical problems may result in a charge for lost time and/or travel costs.

Please check appropriate box to indicate acceptance.

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(Reviewed with Electrician/Building Maintenance)

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**Step 4 continued on next page**
STEP 4 (cont’d)
Customer Information Form

Please complete and fax to: Sales Administrator FAX (973) 882-9727

ACE Alera System Customer Information

Billing name and address:  Contact Name: ____________________________
______________________________  Title: ____________________________
______________________________  Phone Number: __________________
______________________________  Fax Number: __________________
______________________________  E-Mail: ________________________

Note: If your facility is tax exempt, please forward a copy of the Exemption Certificate.

Name and address of the location of the instrument:
______________________________  Contact Name: ____________________________
______________________________  Title: ____________________________
______________________________  Phone Number: __________________
______________________________  Fax Number: __________________
______________________________  E-Mail: ________________________

Ship to address, if different from location of instrument:
______________________________  Contact Name: ____________________________
______________________________  Title: ____________________________
______________________________  Phone Number: __________________
______________________________  Fax Number: __________________
______________________________  E-Mail: ________________________

IMPORTANT: Please fax this page to (973) 882-9727

Alfa Wassermann Diagnostic Technologies, LLC • 4 Henderson Drive • West Caldwell, NJ 07006
Tel: 800/220-4488 • Fax: 973/227-0998
STEP 5
Travel Instructions

**Air Travel**

- An e-ticket confirmation will be faxed or emailed to you.
- Airfare will be billed directly to Alfa Wassermann Diagnostic Technologies (AWDT). AWDT does not cover any cost associated with deviations from the confirmed reservations.
- Air travel is handled by World Travel Inc. (800) 341-2014.

**Ground Transportation**

- You will be greeted by a limousine service in the baggage claim area of the airport.
- Please locate your driver first before picking up your luggage. If you do not find your driver within 15 minutes, call MAK Limousine (800) 419-2092 immediately.
- If your flight is delayed or re-scheduled, call MAK Limousine before take-off, so they can arrange to have a driver waiting when you arrive. If you do not advise MAK Limousine of flight changes, your employer will be responsible for any extra fees incurred.

**Hotel**

- Reservations will be made for you at the Hampton Inn and Suites (973) 575-5777 located in Fairfield, NJ.
- AWDT will pay for room, tax and meals. All other charges, such as phone calls (local and long distance), in-room movies, etc. are the responsibility of the trainee.
- Upon check in at the hotel, a welcome packet will be provided, which contains the times and agenda for the training class, as well as information about area attractions.
- The hotel shuttle bus will transport you to and from class each day. The schedule for shuttle service is available at the front desk of the hotel.

**Meals**

- **Breakfast:** The hotel restaurant serves a complimentary continental breakfast every morning.
- **Lunch:** Provided by AWDT.
- **Dinner:** Meal allowance of $25.00 per day. Please present your room key when dining in the hotel restaurant – they provide a 10% discount to hotel guests. Reimbursement for dinners outside of the hotel restaurant can be obtained by submitting receipts to the trainer at the end of the week. You will be reimbursed on the last day of training.
- Monday night is “Meet Your Fellow Classmates” night at 7:00 PM in the hotel cocktail lounge. A voucher for one beverage will be provided by the hotel front desk.
- An AWDT hosted graduation dinner will take place on Thursday evening.