

**GENERAL RULES FOR USE OF PIPETMAN**  
**Up-dated October 2011**

**Pipetmen should be checked for accuracy by weighing a given volume of water before each use.**

- I. Set the desired volume of the pipetman according to the dial. The P 200 should be used for volumes from 20 ul to 200 ul. The P 1000 should be used for volumes from 200 ul to 1000 ul. The P 5000 is recommended for use from 1000 ul to 5000 ul.
- II. Attach a disposable tip to the shaft of the pipetman (tips for P 200 are yellow, P 1000 and P 5000 are clear).
- III. Prep the tip by depressing the plunger to the first stop. Immerse the disposable tip into the sample liquid to a depth of 2 mm (P 200) 4 mm (P 1000) and 6 mm (P 5000).
- IV. Allow the plunger to slowly return to the up position. **NEVER PERMIT IT TO SNAP BACK.** This is how liquid enters the machine barrel causing problems, errors and eventually service will be required.
- V. Depress the plunger to the second stop. Allow the plunger to return to the up position. Wait 2 seconds to assure proper fill. Withdraw tip. Should any liquid adhere to the outside of the disposable tip, wipe it clean, but take care not to touch the tip opening.
- VI. To dispense sample, place tip against the sidewall of the vessel and depress plunger to the first stop.
- VII. If pipetting again with the same tip and liquid, withdraw tip from the vessel while holding the plunger down. Without allowing the plunger to return to top position, immerse the tip in to the sample liquid and repeat.
- VIII. If not pipetting again with the same tip and liquid, withdraw tip from the vessel while holding the plunger down. Depress plunger to the second stop into container to dispose liquid. Dispose of tip in proper disposal container.
- IX. Do not use any pipetman for pipetting concentrated acid.

**Note:** The P 5000 has a filter in the barrel to prevent liquids from entering the barrel. Should this filter get wet during use, replace it (replacements are kept in the drawer where the P 5000 is kept).

**Note:** If liquid enters a main barrel by allowing the plunger to snap back, notify the Laboratory Supervisor.