

diamond SureFlow™

Laboratory Bottle Top Dispenser

User Manual



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1. Safety Recommendations

Please read the instruction manual carefully before using the dispenser. Although we have tried to cover all safety requirements, it is impossible for this manual to prevent all possible safety hazards. It is the responsibility of the user to establish their own safety requirements and to determine the necessary precautions prior to using the dispenser.

Please read and follow the following safety recommendations:

- Fully read and adhere to all recommendations and instructions in this manual
- Use protective clothing, eye protection and gloves when working with hazardous liquids.
- Do not dispense inflammable reagents into plastic vessels that can potentially generate a static charge.

- This device is not suitable for use with the following:

Concentrated (hydrochloric acid, fluorinated hydrocarbons, saline solutions, nitric acid), highly concentrated alkaline solutions and crystallizing solutions.

Incompatible liquids that attack FEP, PFA, PTFE, borosilicate glass, Al_2O_3 , organic solvents, trifluoroacetic acid, explosive liquids, fuming acids, tetrahydrofuran, suspension (e.g. charcoal) as solid particles.

- Handle the dispenser carefully to avoid any accidents or spills during usage.
- The nozzle should always point away from the user while dispensing. Avoid splashes.
- Always use suitable vessels for dispensing liquids.
- Never push down on the piston while the nozzle cap is on.
- Clean the discharge tube regularly.
- Do not use excess pressure on the piston while aspirating or dispensing or the glass tube may break inside. Follow the troubleshooting guide if you experience any difficulty moving the piston up and down.
- Only use Globe Scientific accessories.

2. Operating Conditions

- +15°C to +40°C (59°F to 104°F) for bottle top dispenser and reagent
- Vapor pressure upto 500 mbar.
- Density upto 2.2 g/cm³
- Kinematic viscosity upto 500 mm²/second
(dynamic viscosity [mPas]=Kinematic Viscosity [mm²/s] x density [g/cm³])

3. Package Contents

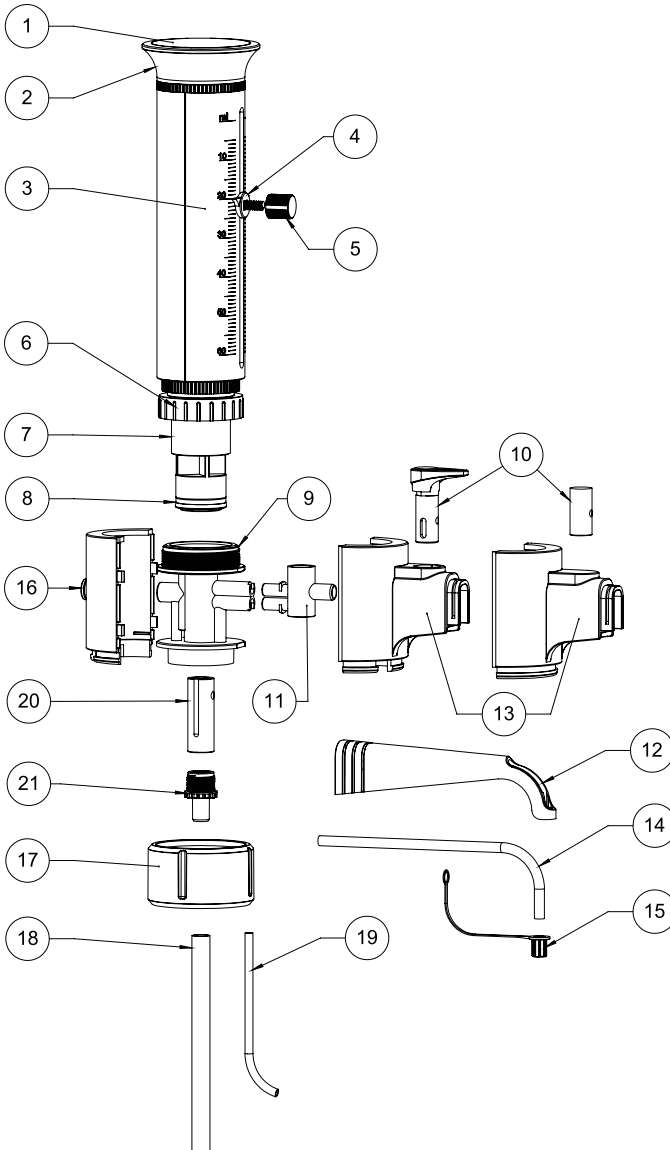
Description

- Dispenser
- Telescopic filling tube
- Recirculation tube*
- Bottle adapters** (Adapter thread sizes : 28, 38, 40 & 45mm)
- Calibration Tool
- Service tool
- Connector (only for 100 ml) (Thread size: 40 / 32 mm)
- User manual
- Certificate of Conformity including calibration certificate
- Warranty card


* This accessory is included in recirculating models only

** 32mm thread size is the standard thread built into each dispenser. No adapter is required for this thread type

4. Overview



1. Cap
2. Head
3. Main Body
4. Pointer
5. Volume Knob
6. Cylinder Sleeve
7. Cylinder
8. Piston
9. Main Valve
10. Valve lever (piston)
11. Recirculation Valve
12. Spout
13. Front Cover
14. Nozzle
15. Nozzle Cap
16. Air Plug
17. Adapter
18. Telescopic Filling Tube
19. Recirculation tube
20. Inner valve
21. Filling valve

 **Note** : Recirculation items are only included in recirculating dispenser models.

5. Assembly

1. Mounting the telescopic filling tube/
recirculation tube

Adjust length of the telescoping filling tube to the bottle height and attach it carefully to the center of the dispenser. If a dispenser with recirculation is used, the additional recirculation tube should also be installed. Install this tube with the curved portion pointing outward / towards the nozzle (Fig. 1)

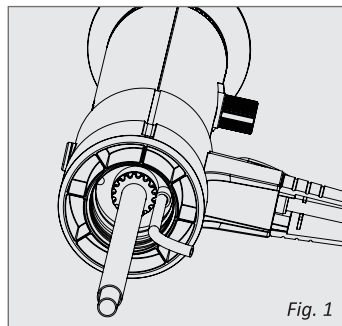


Fig. 1

2. Mounting the dispenser on a bottle

Carefully screw the dispenser assembly (GL 32 threads) onto the reagent bottle and ensure that the nozzle is aligned with the graduation marks on the main body of the bottle.

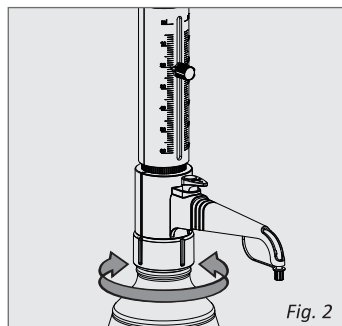


Fig. 2

Note : For bottles with different thread sizes, please select the appropriate adapter.

The adapters supplied with the dispenser are made of polypropylene (PP), and can only be used with reagents which do not attack PP.

⚠ WARNING

Always wear protective gloves when touching the dispenser or the bottle, especially when using dangerous liquids.

When mounted to a reagent bottle, always carry the dispenser vertically as shown in Fig. 3

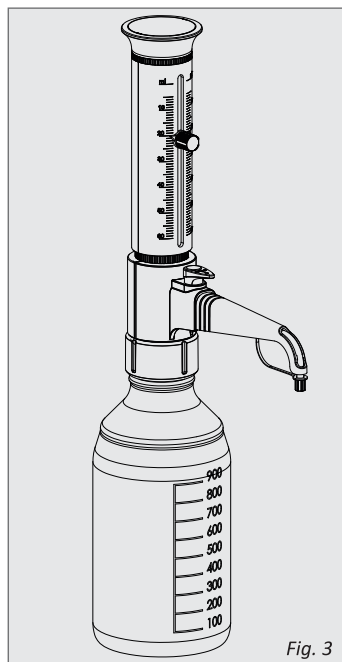


Fig. 3

6. Priming

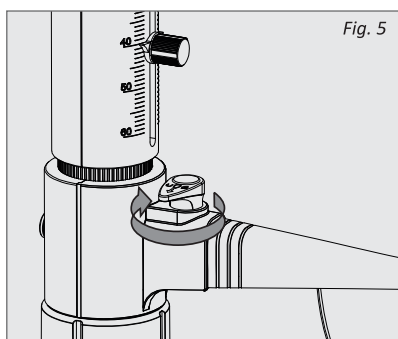
6.1 Bottle Top Dispenser with recirculation valve mechanism

WARNING

The nozzle should always point away from the user. Please ensure that the piston is never pressed down when the nozzle cap is mounted to the dispenser tube. Avoid splashing.

Please follow the steps below to prime the dispenser:

1. Turn the lever to recirculation mode. (Fig. 5)
2. Slowly pull up the piston and push it down smoothly to the end stop. Repeat this until air bubbles disappear from the cylinder. (Fig. 6)
3. Turn the lever back to its original position for dispensing.



Adjusting recirculation lever

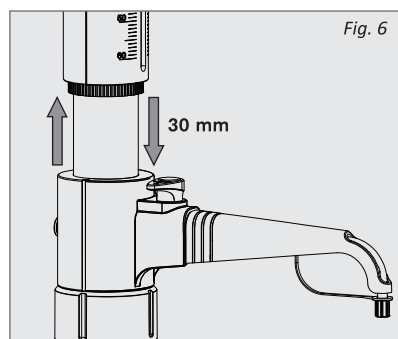


Fig. 6

6.2 Bottle Top Dispenser without recirculation valve mechanism

WARNING

The nozzle should always point away from the user. Please ensure that the piston is never pressed down when the nozzle cap is mounted to the dispenser tube. Avoid splashing.

Please follow the steps below to prime the dispenser:

1. Place a vessel below the nozzle.
2. Hold the spout and carefully remove the nozzle cap. (Fig. 7)
3. Slowly pull up the piston and push it down smoothly to the end stop. Repeat this until air bubbles disappear from the cylinder. (Fig. 6)

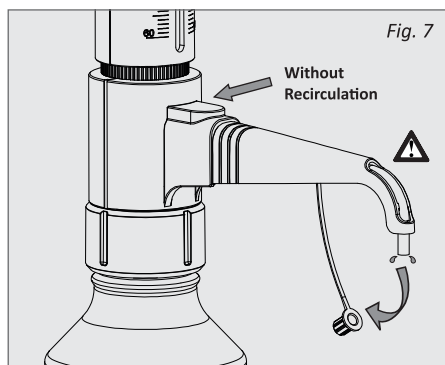


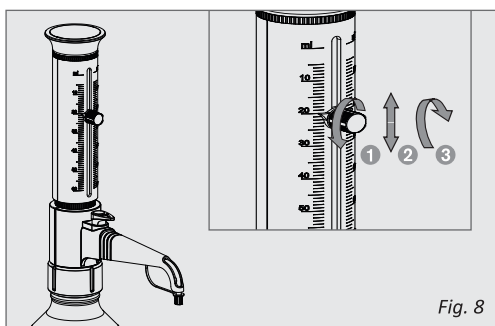
Fig. 7

7. Operating Instructions

7.1 Setting the volume

- 1) Turn the volume setting knob counterclockwise to unlock.
- 2) Slide the knob up or down to the desired volume.
- 3) Align the pointer on the volume setting knob to the desired volume and carefully turn the knob clockwise to lock at that setting.

Your dispenser is now ready to work at your desired volume. (Fig. 8)



7.2 Dispensing

⚠ WARNING

Please use caution when dispensing dangerous reagents.


1. Please follow the priming process (Section 6) before dispensing.
2. Ensure recirculation lever is aligned with nozzle.
3. Make certain a vessel is below the nozzle at all times while dispensing.
4. Set your desired volume (as shown in section 7.1 - Setting the Volume).
5. Gently pull the piston up until reaching the upper end stop, then push the piston down smoothly until reaching the lower end stop.
6. When completed, gently touch the end of nozzle against the inner wall of the receiving vessel (for touch-off). Repeat this process for each of the dispensing cycles required.
7. Reattach the nozzle cap to the nozzle when finished.

📖 Note : Do not use excessive force while pushing down the piston. If you feel the piston is jammed, please follow the troubleshooting guide (Section 12)
Please ensure that the piston is at lower stop before reattaching the nozzle cap.
The user may detect a slight sound during aspiration when moving the dispenser; please note this is normal (due to the ball design used in the piston / valve).

8. Cleaning

Please make sure to clean the dispenser regularly to ensure good operation. Cleaning should be performed if any of the following occur:


- If the piston becomes stuck inside the tube
- Before changing reagents
- Long periods of downtime
- Before autoclaving
- Before any maintenance

 Please make sure to wear suitable eye protection glasses and protective clothing.

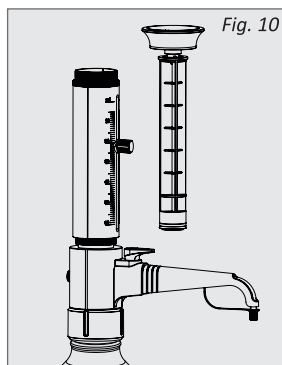
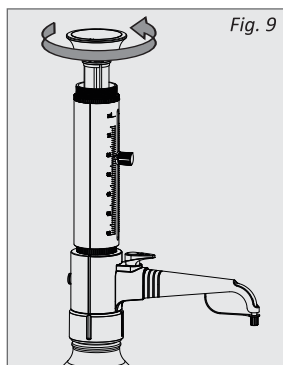
Please follow the steps below prior to cleaning:

1. Completely dispense the liquid present inside the dispenser.
2. Mount the dispenser on a bottle filled with deionized water or any other suitable cleaning agent and rinse the dispenser several times.
3. Pull off the telescopic tube (and recirculation tube if applicable) and clean with deionized water.
4. For dispensers with recirculation, set the unit to recirculation mode and again rinse the dispenser several times.

Please follow the steps below to clean the piston and glass barrel:

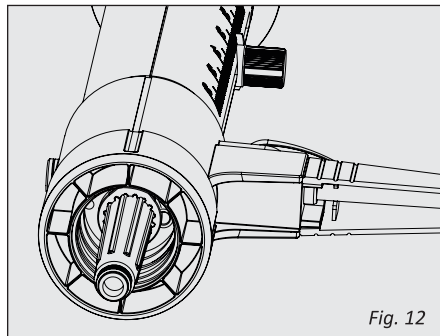
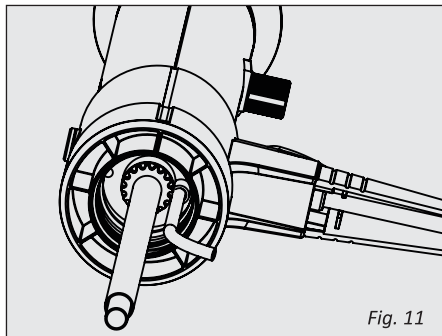
 This procedure must be followed if the piston is difficult to move or if dispenser is to be autoclaved.

1. Unscrew the head as shown in Fig. 9
2. Take out the piston completely as shown in Fig. 10
3. Clean the piston & glass barrel with deionized water and then reassemble in reverse.

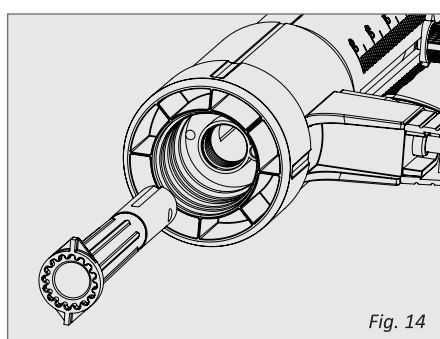
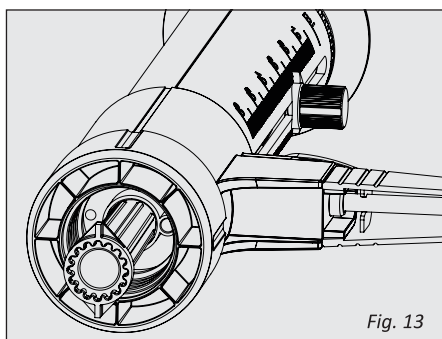


Disassembly of the valve


1. Put out the Re-circulation tube & telescopic tube (Fig. 11)
2. Use the service tool to unscrew the filling valve and also take out the ball with care. (Fig. 12)



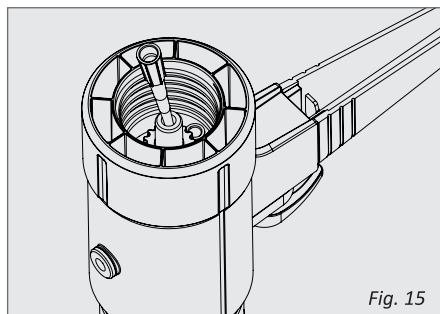
3. Use the other side of the service tool to unscrew the inner valve (Fig. 13) and remove it (Fig. 14)
4. After cleaning/replacement, insert inner valve in the same position as before removal.



5. Screw the filling valve first by hand and then tighten it with the service tool.

 If some elastic resistance is present while aspirating the reagent, then it is possible that the ball valve may be sticking/stuck.

To correct this, exercise the ball valve using very light pressure, for example, 200 μ l plastic pipette tip (Fig. 15)



9. Accuracy

Error limits related to the nominal capacity (maximum volume) indicated on the instrument are obtained when instrument and distilled water are equilibrated at ambient temperature (20°C/68°F). The calibration process is performed as per the EN ISO 8655-5 standard with a completely assembled dispenser and uniform dispensing.

Volume (ml)	Increment (ml)	Accuracy (±) %		Precision (±) %	
		± %	± ml	± %	± ml
0.25 - 2.5	0.05	0.6	0.015	0.2	0.005
0.5 - 5	0.1	0.5	0.025	0.2	0.01
1 - 10	0.2	0.5	0.05	0.2	0.02
2.5 - 25	0.5	0.5	0.125	0.2	0.05
2.5 - 30	0.5	0.5	0.15	0.2	0.06
5 - 50	1.0	0.5	0.25	0.2	0.1
5 - 60	1.0	0.5	0.3	0.2	0.12
10 - 100	2.0	0.5	0.5	0.2	0.2

10. Calibration

WARNING

During calibration you must begin at the lowest volume first, ensuring the body of the dispenser is not moved before you close the cap and then proceed to the medium and high volumes.

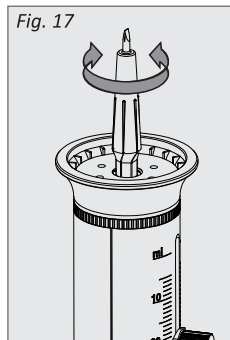
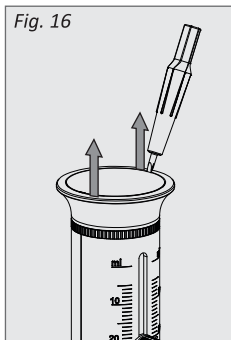
Calibration check

1. Please follow the calibration procedures as described in EN ISO 8655-5 (i.e. environmental conditions, water, balance, etc.).

Volume adjustment

Please follow these steps to calibrate the dispenser only if there is a variation between the set volume and actual volume:

1. Open the cap with calibration tool as shown in Fig. 16
2. Insert the hex tool on the hex nut as shown in Fig. 17
3. Rotate the hex tool clockwise to decrease the volume or rotate counterclockwise to increase the volume.
4. Remove the hex tool and replace the cap.



11. Autoclaving

This dispenser can be autoclaved under the following conditions:


Temperature:	121°C / 250° Fahrenheit
Pressure:	1.05 bar / 15 psi (pounds)
Time:	20 minutes or less

WARNING

Autoclaving outside the above conditions will damage the dispenser and void the warranty.

Please follow these steps to autoclave the dispenser:

1. Clean the dispenser thoroughly as described in cleaning section before autoclaving.
2. Remove the following parts :
 - a) the piston, by unscrewing the head
 - b) the nozzle cap and telescopic filling tube
3. Autoclave all the parts as per the above conditions.
4. Allow the parts to cool at least 8 hours at room temperature and then reassemble.
5. Now the dispenser is ready to be used.

 It is recommended to perform a quick calibration check after autoclaving.

12. Troubleshooting

Troubleshooting		
Issue	Possible root cause	Corrective action
Piston moves with difficulty or is stuck	Dirt deposits or formation of crystals	Immediately stop dispensing. Loosen piston with circular motion, but do not disassemble. Follow all cleaning instructions (page 6)
Liquid filling/ dispensing problems	Volume adjusted to minimum setting	Set to required volume (see page 5)
	Filling valve stuck	Unscrew the filling valve from the main valve, clean it, replace the filling valve if necessary. If the valve ball is stuck use a 200 μ l pipette tip to loosen it (see page 5)
Dispensing not possible	Discharge valve stuck	Pull out the inner valve from the Main valve, clean it, replace the discharge valve if necessary (see page 5), use a 200 μ l plastic tip to loosen any ball valve that is stuck
Air bubbles in the dispenser	Reagent with high vapor pressure has been drawn in too quickly	Slowly draw in reagent
	Valve screw connections loose	Tighten the valves firmly with the service tool
	The dispenser has not been primed	Prime the dispenser (see page 4)
	Filling tube is loose or damaged	Push the filling tube on firmly. If necessary cut off approx. 1 cm of tube at the upper end and re-connect it or replace filling tube
	Valves not firmly connected or damaged	After cleaning the dispenser (page 6), tighten the valves using the service tool
Dispensed volume is too low	Filling tube is loose or damaged	After cleaning the dispenser (page 6), push the filling tube on firmly. If necessary, cut off approx. 1 cm of the tube at the upper end and re-connect it or replace filling tube
	Filling valve is loose or damaged	After cleaning the dispenser (page 6), tighten the valves using the service tool. If necessary, replace filling valves
Leaking liquid between dispenser and bottle	Recirculation tube not connected	Connect recirculation tube

Recommended Reagents

Below is a list of compatible reagents for use with this dispenser:

Acetaldehyde
Acetic acid (glacial), 100%
Acetic acid, $\leq 96\%$
Acetic anhydride
Acetone
Acetonitrile
Acetophenone
Acetyl chloride
Acetylacetone
Acrylic acid
Acrylonitrile
Adipic acid
Allyl alcohol
Aluminium chloride
Amino acids
Ammonia, $\leq 20\%$
Ammonia, 20-30%
Ammonium chloride
Ammonium fluoride
Ammonium sulfate
n-Amyl acetate
Amyl alcohol (Pentanol)
Amyl chloride (Chloropentane)
Aniline
Barium chloride
Benzaldehyde
Benzene (Benzol)
Benzine (Petroleum benzine) bp 70-180 °C
Benzoyl chloride
Benzyl alcohol
Benzylamine
Benzylchloride
Boric acid, $\leq 10\%$
Bromobenzene
Bromonaphthalene
Butanediol
1-Butanol
n-Butyl acetate

Butyl methyl ether
Butylamine
Butyric acid
Calcium carbonate
Calcium chloride
Calcium hydroxide
Calcium hypochlorite
Carbon tetrachloride
Chloro naphthalene
Chloroacetaldehyde, $\leq 45\%$
Chloroacetic acid
Chloroacetone
Chlorobenzene
Chlorobutane
Chloroform
Chlorosulfonic acid
Chromic acid, $\leq 50\%$
Chromosulfuric acid
Copper sulfate
Cresol
Cumene (Isopropyl benzene)
Cyclohexane
Cyclohexanone
Cyclopentane
Decane
1-Decanol
Dibenzyl ether
Dichloroacetic acid
Dichlorobenzene
Dichloroethane
Dichloroethylene
Dichloromethane
Diesel oil (Heating oil), bp 250-350 °C
Diethanolamine
Diethyl ether
Diethylamine
1.2 Diethylbenzene
Diethylene glycol

Recommended Reagents

Dimethyl sulfoxide (DMSO)
Dimethylaniline
Dimethylformamide (DMF)
1.4 Dioxane
Diphenyl ether
Essential oil
Ethanol
Ethanolamine
Ethyl acetate
Ethylbenzene
Ethylene chloride
Fluoroacetic acid
Formaldehyde, $\leq 40\%$
Formamide
Formic acid, $\leq 100\%$
Glycerol
Glycol (Ethylene glycol)
Glycolic acid, $\leq 50\%$
Heating oil (Diesel oil), bp 250-350 °C
Heptane
Hexane
Hexanoic acid
Hexanol
Hydriodic acid, $\leq 57\%$
Hydrobromic acid
Hydrochloric acid, $\leq 20\%$
Hydrochloric acid, 20-37%
Hydrogen peroxide, $\leq 35\%$
Isoamyl alcohol
Isobutanol
Isooctane
Isopropanol (2-Propanol)
Isopropyl ether
Lactic acid
Methanol
Methoxybenzene
Methyl benzoate
Methyl butyl ether
Methyl ethyl ketone

Methyl formate
Methyl propyl ketone
Methylene chloride
Mineral oil (Engine oil)
Monochloroacetic acid
Nitric acid, $\leq 30\%$
Nitrobenzene
Oleic acid
Oxalic acid
n-Pentane
Peracetic acid
Perchloric acid
Perchloroethylene
Petroleum, bp 180-220 °C
Petroleum ether, bp 40-70 °C
Phenol
Phenylethanol
Phenylhydrazine
Phosphoric acid, $\leq 85\%$
Phosphoric acid, 85%
Sulfuric acid, 98% 1:1
Piperidine
Potassium chloride
Potassium dichromate
Potassium hydroxide
Potassium permanganate
Propionic acid
Propylene glycol (Propanediol)
Pyridine
Pyruvic acid
Salicylaldehyde
Scintillation fluid
Silver acetate
Silver nitrate
Sodium acetate
Sodium chloride
Sodium dichromate
Sodium fluoride
Sodium hydroxide, $\leq 30\%$
Sodium hypochlorite

Recommended Reagents

Sulfuric acid, $\leq 98\%$
Tartaric acid
Tetrachloroethylene
Tetramethylammonium hydroxide
Toluene
Trichloroacetic acid
Trichlorobenzene
Trichloroethane
Trichloroethylene
Trichlorotrifluoro ethane
Triethanolamine
Triethylene glycol
Trifluoro ethane
Trifluoroacetic acid (TFA)
Turpentine
Urea
Xylene
Zinc chloride, $\leq 10\%$
Zinc sulfate, $\leq 10\%$

CAUTION:-

Always follow all instructions listed in this manual as well as any recommendations from the reagent manufacturer. In addition to the reagents listed in this manual, a variety of organic and inorganic saline solutions (e.g. biological buffers), biological detergents and media for cell culture can be dispensed. If used with strong acids, it is advised to rinse & remove dispenser at the end of each day and store safely. If additional information is required please contact Globe Scientific.

diamond SureFlow™

Laboratory Bottle Top Dispenser

- Fully Autoclavable
- 2-Year Warranty
- Locking Feature Prevents Spills
- Unique Piston and Valve Designs
- 360° Rotating Dispenser Arm
- Telescopic Fill Tube



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