1. Use universal precautions and aseptic technique per institutional protocol. Begin by removing product from the package and straighten the loop in the tubing.

Before insertion, prime the device per institutional protocol. Prep the insertion site per institutional protocol.

2. The base plate is secured by a small retention clip under the wings. Grasp the wings and fold vertically to prevent unclipping of the base plate prior to insertion. When grasping the wings, be sure to keep fingers off of the baseplate.

**CAUTION:** 
A. Be careful not to detach the base plate from the retention clip during this step. 
B. Do not pinch the wings down or hold the wings too close to the base plate.

3. Remove the needle guard with the other hand.

Important: If unintended dislodgement of the baseplate occurs, align and reattach the baseplate to the retention clip.

**IMPORTANT:**
Discard product if the needle tip becomes covered by the base plate.

Scan QR Code to launch instructional video

Refer to product labeling for complete instructions for use.

* Data on file
4. Locate and hold the access port firmly between two fingers.

While holding the wings in their vertical position, insert the needle perpendicular to the skin until the back of the port chamber is felt.

Do not use excessive force when inserting the needle into the septum.

5. The foam padded base plate should be flush to the skin.

Next, unfold the wings to a horizontal position.

The wings are secured to the base plate to reduce movement of the needle inside the port.

Always check for blood return to determine patency of the port and correct positioning of the needle, per institutional protocol.

6. Dress the device per institutional protocol.

B. Braun suggests placing two sterile adhesive strips over the wings and one over the extension set.

When applying a clear dressing, place the dressing over the entire Port Access needle and adhere to prevent tenting.

7. To remove the port access needle, stabilize the port by securely holding the baseplate against the skin with two fingers.

With the other hand, fold the wings to a vertical position, grasp them firmly, and pull straight up until the green dot appears on the baseplate. You may also feel a click.

8. The needle is now locked in the safety position within the baseplate.

Keep the tip of the needle away from the body and fingers at all times and immediately dispose into an approved sharps container.

Discard the needle per institutional protocol.