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| **Maintaining Clean Laboratory Work Areas** |
| **Purpose** | This procedure provides instructions for MAINTAINING CLEAN LABORATORY WORK AREAS. |
| **Policy Statement** | All worksites shall be maintained in a clean and sanitary condition to prevent potential exposure or transmission of infectious diseases to laboratory staff, patients and visitors.  |
| **Materials** | **Supplies** |
|  | Gloves, lab coat, other personal protective equipment (PPE) as necessaryOxivir Tb wipesSani-Cloth germicidal wipesBleach (1:10 bleach solution)Ethanol |
| **Safety Precautions**  | Wear gloves and lab coat while cleaning. Other protective equipment (goggles, face shield) may be appropriate if splash or spray to face may be generated.  |
| **Procedure** | Follow the activities in the table below to Maintain Clean Laboratory Work Areas. |
|  | **Step** | **Action** | **Related Document** |
|  | 1 | Keep work areas neat, tidy, and uncluttered. |  |
|  | 2 | Disinfect bench tops after routine work, at the completion of a work shift, or after a spill. |  |
|  | 3 | Disinfect hood working surfaces after routine work, at the completion of a work shift, or after a spill. | [SA 10.7.3 Cleaning Laboratory Equipment](http://intranet.childrensmn.org/References/labsop/gen/safety/sa/sa10.7.3-cleaning-laboratory-equipment.pdf) |
|  | 4 | Disinfect centrifuges at the completion of a work shift or after a spill  | [SA 10.7.3 Cleaning Laboratory Equipment](http://intranet.childrensmn.org/References/labsop/gen/safety/sa/sa10.7.3-cleaning-laboratory-equipment.pdf) |
|  | 5 | In outpatient draw rooms, equipment changes or cleaning will occur between patients. This includes disinfecting horizontal surfaces that may have been contaminated by a patient specimen or contaminated object. |  |
|  | 6 | Wipe up all spills immediately using appropriate cleaning agent.  | [SA 10.08 Biohazard or Infectious Material Spill Cleanup](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/SA/208314.pdf) |
|  | 7 | Disinfect work surfaces using Oxivir Tb wipes, Sani-Cloth wipes or bleach.Adhere to manufacturer’s suggested contact time when using Oxivir Tb & Sani-Cloth wipes. Bleach contact time is 10 minutes. Wipe biosafety cabinet surfaces with ethanol after bleach has been utilized in order to prevent corrosion.Dispose used wipes in regular trash.If wipe is heavily soiled with blood or body fluids, dispose in biohazard waste container.  |  |
|  | 8 | Clean computer keyboard and mouse, telephones, timers, pens, etc a minimum of once per shift. |  |
|  | 9 | Maintain clean and orderly lab storage areas.* No items should be stored on the floor.
* Storage carts should have solid bottoms or plexiglass covering the open bottom shelf.
* Remove all cardboard boxes.
	+ Minneapolis: Call EVS for removal (5-6205).
	+ St. Paul: Place boxes in EVS recycling room.
* All storage must be 18” below the sprinkler head, except for storage along the wall.
* Remove dust from storage bins on a regular basis.
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|  | 10 | Maintain clear and uncluttered hallways and exit routes.* Only items on wheels and in use every 30 minutes are permitted in hallways and exit routes.
* Fire doors, extinguishers, and fire alarm pulls MUST be clear at all times.
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|  | 11 | Maintain the general environment in good repair.* Report holes in walls, stains, or peeling paint to Facilities for repair.
* Stained ceiling tiles should be reported to Facilities for replacement.
 | [Applications](http://khan.childrensmn.org/applications/index.php)Minneapolis: St Croix System Service RequestorSt. Paul: Mainspring |
|  | 12 | Document routine cleaning per individual department protocol. |  |
|  | 13 | Check for expired products and supplies on a regular basis. If found, remove and dispose in appropriate receptacle. |  |
|  | 14 | Place soiled lab coats, towels, and linens into appropriate dirty laundry container. |  |
| **Supporting Documents** | [SA 10.7.3 Cleaning Laboratory Equipment](http://intranet.childrensmn.org/References/labsop/gen/safety/sa/sa10.7.3-cleaning-laboratory-equipment.pdf)[SA 10.08 Biohazard or Infectious Material Spill Cleanup](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/SA/208314.pdf)[938.06 Organizational Storage](http://khan.childrensmn.org/references/policy/900/938.06-organizational-storage.pdf)[1201.09 Worksite Cleanliness for Infection Prevention and Control](http://khan.childrensmn.org/manuals/policy/1200/005612.pdf) |
| **References** | 1. CLSI, *Clinical Laboratory Safety; Approved Guideline-3rd Edition*. CLSI document GP17-A3, Clinical and Laboratory Standards Institute, Wayne, PA, 2012.
2. MMWR, *Guidelines for Safe Work Practices in Human and Animal Medical Diagnostic Laboratories,* CDC; Jan 6, 2012.
3. PDI, *Sani Cloth Product Information Sheet*, Professional Disposables International, Inc., 2017.
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Carol Cram | 1999 | Initial Version |
|  | 2 | Kerstin Halverson | 12/26/2003 |  |
|  | 3 | Carol Buhl | 07/26/2013 | Reformatted to CMS.Added use of Sani-Cloth wipes.Added disinfection of keyboards, telephones, timers, pens. |
|  | 4 | Carol Buhl | 12/22/2014 | Updated Policy Statement.Added cleaning in outpatient draw rooms.Added reference 1201.09. |
|  | 5 | Carol Buhl & Laboratory Safety Committee | 08/04/2017 | Added disinfecting hood surfaces and centrifuges daily.Added cleaning in lab storage areas, checking for expired products, maintaining uncluttered hallways and exit routes, disposal of dirty lab coats, towels and linens.Added link to Children’s Application page for St Croix System.Added Supporting Documents section.Updated PDI reference. |