 Processing SOP Manual	Title: Eye Wash Maintenance	
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PURPOSE:

The purpose of this SOP is to acknowledge the responsibility of the Processing Department to maintain the function of the Eye Wash Station.

SCOPE:

Processing Department

RESPONSIBILITY:

The Medical or Section Director is responsible for ensuring that the procedure is in compliance with CAP and CLIA regulations. The Director must review and approve this procedure at appropriate intervals. The Medical Director may delegate some of the responsibilities to other CLIA/CAP qualified personnel.

The Processing Supervisor/Manager will have the overall responsibility for implementing this procedure. The supervisor/manager is responsible for ensuring that the procedure is followed accurately and that competency documentation is appropriate.

All processors performing this procedure are required to have appropriate training and competency approved. They are responsible for reading, understanding and competently performing this procedure without deviation.


The Processing Manager or Supervisor is responsible for signing off that this task was done each week on the Emergency Eye Wash Check sheet.

EQUIPMENT: n/a

SUPPLIES: n/a

PROCEDURE: Eye Wash Maintenance

1. The eye wash station is located next to the Histology door in Processing.
 - a. This is a CLEAN SINK and should never be exposed to biohazardous materials or chemicals
2. The eye wash is to be used whenever there is an exposure of body fluid, chemicals, or foreign objects to the eye.
 - a. Always consult the SDS for any chemical contamination
3. Eye wash flushing is to be performed once weekly
 - a. The intent of the weekly activation is to ensure that there is a flushing fluid supply at the head of the device and to clear the supply line of any sediment build-up, as well as minimize microbial contamination due to stagnant water.

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- b. The duration of this test is FIVE MINUTES
- 4. Record the date of the test, processor ID, and any corrective action needed.
- 5. After five minutes of flushing, if the eye wash is clogged, shows signs of sediment, unsteady flow, or other problems, note this on the eye wash station log and contact Facilities Management for immediate intervention.

REFERENCES: N/A

RELATED DOCUMENTS: Emergency Eye Wash Check Sheet

APPENDIXES: N/A