

Step	Action
PCR Daily Startup	
1	Record room temperature and room humidity for PCR lab
2	Record temperature of TB fridge
3	Perform GeneXpert-XVI daily maintenance and complete maintenance record
4	Perform BioFire daily maintenance and complete maintenance record
5	Perform TB BSC daily maintenance and complete maintenance record

Step	Action
PCR Daily Shutdown	
1	Disinfect workbenches at the end of shift
2	Disinfect TB lab BSC and lower the sash
3	Replace biohazard garbage if necessary
4	Replace large regular garbage if necessary
5	Restock supplies such as gloves, Accel TB wipes, Accel TB liquid, orange pads, etc
6	Place all finalized samples in orange rack and move rack to the microbiology specimen fridge on corresponding day

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.