

Step	Action
Microbiology Daily Shutdown	
1	Empty swab rack for day into biohazard garbage and replace in the BSC
2	Empty the specimen bucket for day into biohazard garbage, replace garbage bag and return to fridge
3	Make sure QC plates are in the specimen fridge
4	Make sure reagent bucket is in the reagent fridge
5	Incubate LIM broths in the CO ₂ incubator
6	Disinfect Microbiology Work Room benches at the end of shift
7	Turn off all above bench lights in the Microbiology Work Room
8	Disinfect BSC in the Microbiology Work Room and lower the sash
9	Place all finalized PCR samples in the microbiology specimen fridge
10	Disinfect TB Work Room benches at the end of shift
11	Disinfect BSC in the TB Work Room and lower the sash
12	Restock supplies such as gloves, Accel TB wipes, Accel TB liquid, etc.

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