

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

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