

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

**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.