 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-60-P05-S01
	Effective Date:	08-30-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Molecular Laboratory
	Document Title:	<b>CLEANING AND DISINFECTING OF MOLECULAR BIOLOGY LABORATORY WORK AREAS</b>

### **PURPOSE:**

To standardize practices in washing benches and floors while maintaining a clean environment, thus, reducing infectious risk to Laboratory Staff as well as reducing the risk of cross-contamination.

### **SCOPE:**


All Molecular Laboratory Personnel of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

### **PERSON RESPONSIBLE:**

Medical Technologist, Laboratory Aide, Housekeeping Personnel

### **PROCEDURE:**

- 1 Always use the appropriate protective gear.
- 2 Laboratory workbenches must be cleaned between uses. Keeping the laboratory bench clean ensures leftover dirt or other materials do not contaminate future processes. It can also ensure that dangerous substances do not stay longer on surfaces that may cause damage to the equipment or cause harm to other personnel.
- 3 Laboratory floors should be mopped at least daily. In doing so, first make use of this:
  - 3.1 Aisles are clear of boxes, supplies, or other obstructions.
  - 3.2 Loose wires, cables, and computer cords are tied and organized.
- 4 Emergency areas like eyewash stations, showers, and fire extinguishers should remain unobstructed at all times.
- 5 Laboratory areas should be dusted and decluttered regularly.
- 6 Clean items that may not be part of regular testing or experiments. Wipe down chairs, telephones, computers, timers, pens, etc. daily to make sure contagions aren't accidentally left behind.

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- 7 Remove loose items from the Laboratory Work Station or cabinets that you are working with to eliminate the possibility of missing concealed areas during disinfection. Cold racks, pipettes, etc. should be relocated and washed appropriately.
- 8 All corners, edges, and undersides should be cleaned.
- 9 Label diluted cleaning solutions. Store properly.
- 10 Use 70% ethanol while cleaning equipment surfaces. Floors can be mopped using a hypochlorite solution.
- 11 All personnel must practice CLAYGO (Clean as you Go) and must observe proper waste decontamination and disposal.

#### **REFERENCES:**

1. List N: Disinfectants for use against SARs-CoV-2,  
<https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>
2. <https://www.nationalhogfarmer.com/health-diseases/1015-effective-cleaning-disinfecting-steps>
3. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
4. <https://www.labtechsupplyco.com/how-to-properly-clean-and-disinfect-your-lab-benches/>






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KEY TASKS	PERSON RESPONSIBLE
1. Cleans the laboratory workbenches between uses.	Housekeeping Personnel
2. Ensures that dangerous substances do not stay longer on surfaces that may cause damage to the equipment or cause harm to other personnel.	
3. Mops laboratory floors at least daily.	
4. Clears aisles of boxes, supplies, or other obstructions.	
5. Ensures emergency areas like eyewash stations, showers, and fire extinguishers are unobstructed.	
6. Cleans items that may not be part of regular testing or experiments.	
7. Removes loose items from the Laboratory Work Station or cabinets to omit the possibility of missing concealed areas during disinfection.	
8. Cleans all corners, edges, and undersides.	

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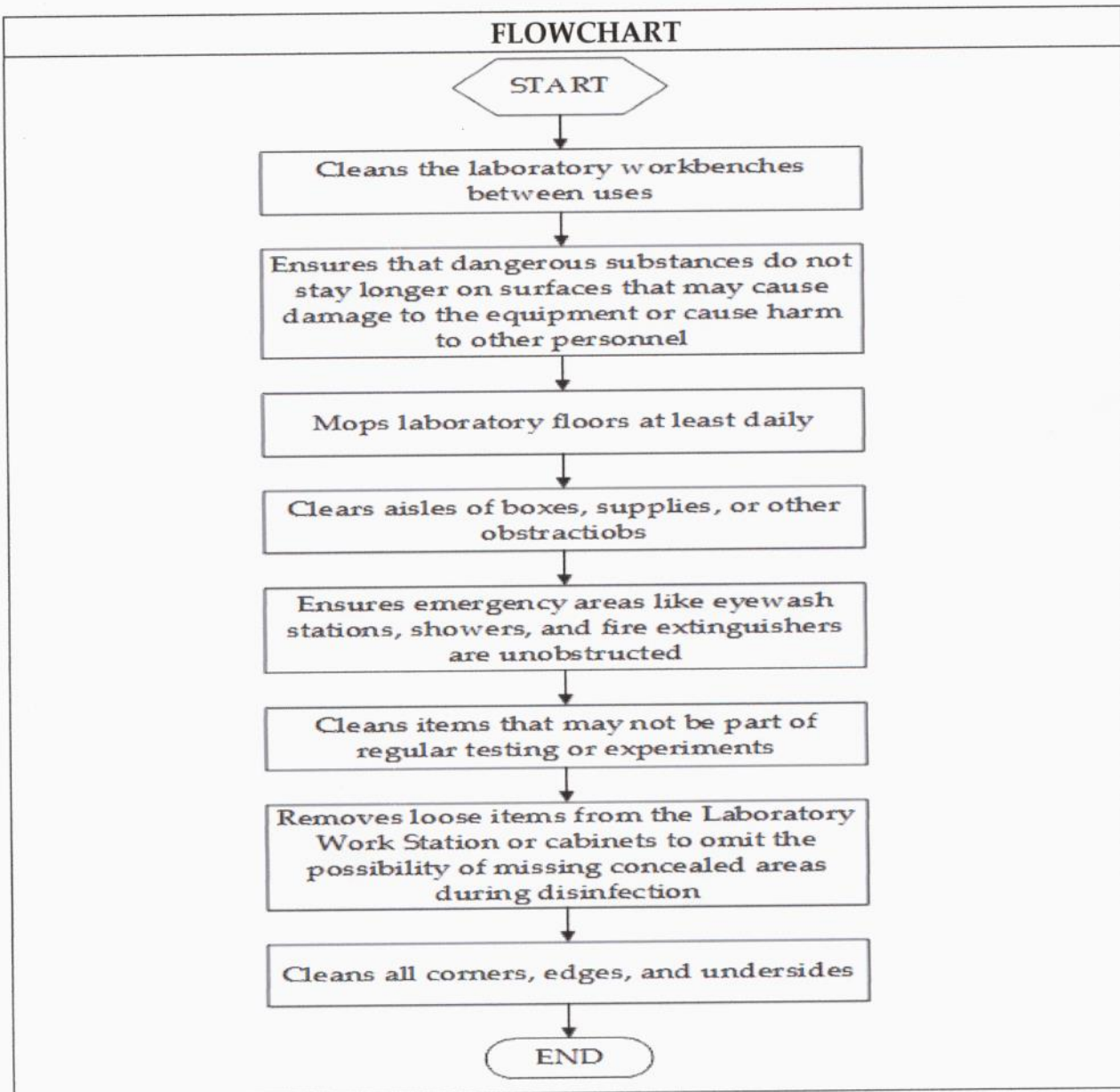


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## FLOWCHART



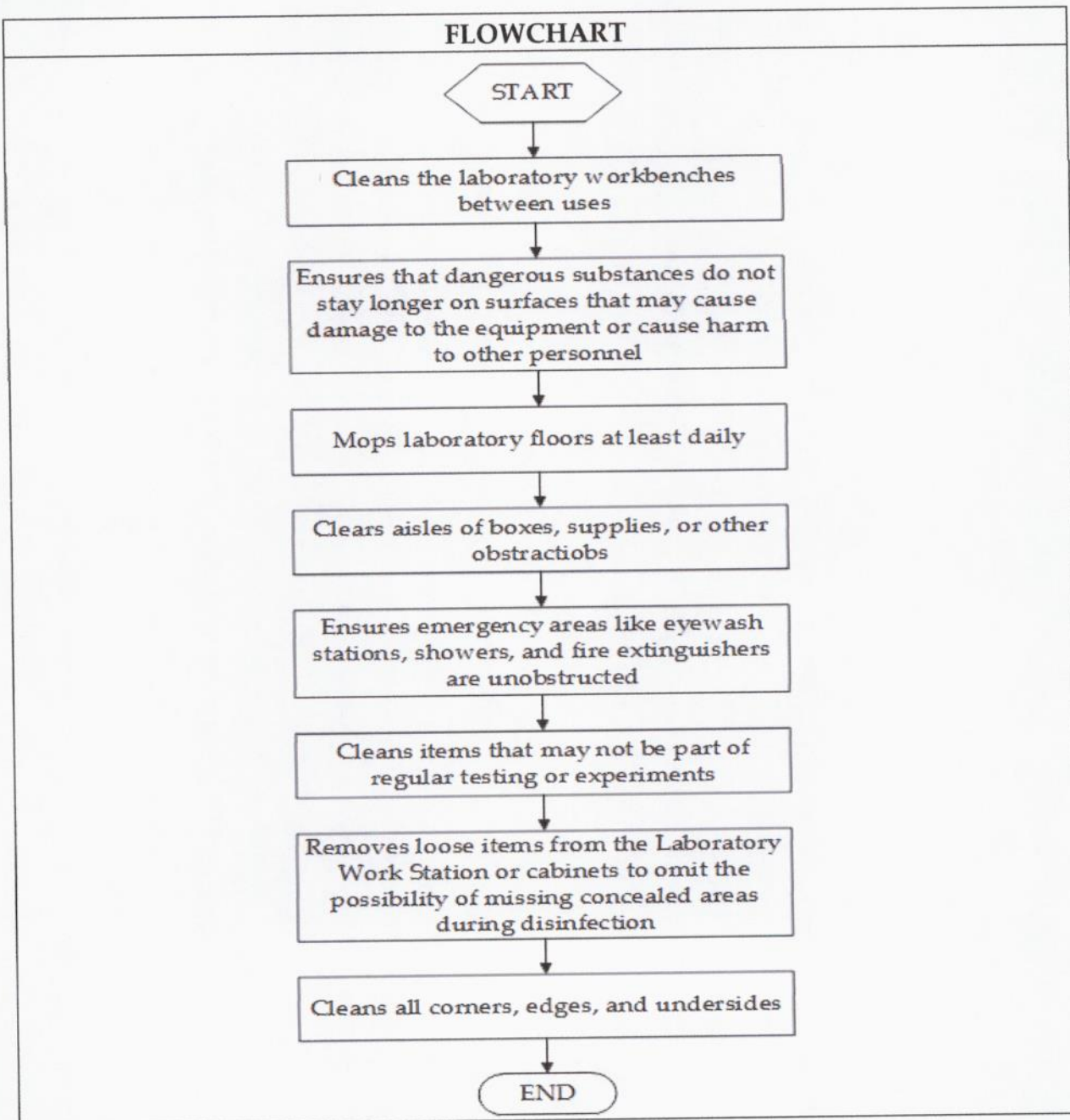


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