 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-60-P05-S03
	Effective Date:	12-30-2020
	Document Type:	Standard Operating Procedure
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	Department/Section:	Molecular Laboratory
	Document Title:	DECONTAMINATION OF TRANSPORT BOXES

PURPOSE:

This document describes the procedure for the decontamination of all transport box received in Molecular Biology Laboratory after unboxing.

SCOPE:

Applies to all Molecular Laboratory Personnel of Dr. Pablo O. Torre Memorial Hospital.

PERSON RESPONSIBLE:

Molecular Laboratory personnel


GENERAL GUIDELINES:

1. All Molecular Biology Laboratory empty transport box must undergo proper decontamination prior to utilization.
2. Decontamination procedure must be verified and appropriately tagged and recorded.
3. Transfer all decontaminated transport boxes for utilization at designated area for Recycled boxes.


PROCEDURE:

1. Prepare the following materials and equipment needed:

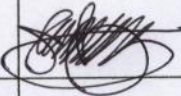
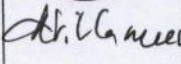


- 1.1. Personal protective equipment
 - a) Impermeable laboratory gowns
 - b) Closed-toe foot wear dedicated within the laboratory.
 - c) Nitrile gloves (wear double gloves)
 - d) Eye protection (goggles/face shield)
 - e) Respiratory protection


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- Surgical Mask
 - N95 Respirator/ P-100 Respirator
- 1.2. *Disinfectants*
 - a) Freshly prepared hypochlorite solution 1:10
 - b) 70% ethyl/ isopropyl alcohol
 - 1.3. Validation record of waste decontamination.
 2. Waste generated by procedures should be decontaminated on-site and within the laboratory to minimize the risk of exposure or release during waste transportation.
 3. Where on-site sterilization is not possible, solid waste must be appropriately packaged for transfer from one room to the area of sterilization.
 4. The materials described above must be prepared prior to intended work and procedures enumerated below must be strictly followed.
 5. All persons entering the facility must change street clothes and foot wear to dedicated scrubs and foot wear.
 6. All transport box received must be disinfected by wiping all side with 10% bleach and 70% alcohol.


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APPROVAL:

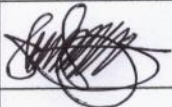
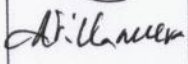


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KEY TASKS	PERSON RESPONSIBLE
1. Prepares all materials and equipment needed	Molecular Laboratory personnel
2. Decontaminates the wastes generated by the procedures on-site and within the laboratory to minimize the risk of exposure or release during waste transportation	
3. Packages the solid waste for transfer from one room to the area of sterilization if on-site sterilization is not possible	
4. Prepares the needed materials prior to the intended work and procedures	
5. Disinfects the transport box using the appropriate cleaning materials	

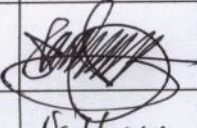
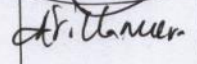
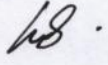

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