Standard Operating Procedure for Decontamination of Equipment Prior to Repair, Service or Leaving the Lab

Date: January 2015
Effective: Immediately

Purpose:

To outline the procedure for safe and proper decontaminations of all equipment in the laboratory.

Scope:

Proper decontamination of equipment by staff, students and technicians prior to the equipment leaving the lab for service. Service technicians and maintenance are within their rights to refuse to repair for move a piece of equipment unless it has been fully decontaminated.

PPE: All staff, students and technicians must wear lab coat, gloves, and safety goggles along with standard laboratory requirements.

Start Procedure:

- Make sure all equipment is unplugged. Ensure all equipment is empty of all materials not required for the machine to function. All materials are disinfected and discarded properly according to the requirements of the organisms SOP.
- Before moving the machine all cords and hoses must be wrapped and tied to prevent a tripping hazard to staff, student or technician.

Decontamination:

The SOP for the agent being used must be read to determine the appropriate disinfectant to use on the equipment.

10% sodium hypochlorite (bleach) solution:

An appropriate contact time of prepared 10% sodium hypochlorite with equipment surfaces is 20 minutes. Should the equipment be stainless steel, a rinse with distilled water is necessary as bleach is corrosive to the metal.

70% ethanol solution:

An appropriate contact time of 70% ethanol solution with equipment is 20 minutes.

Fresh solution of the appropriate disinfectant should be made and put into a spray bottle. Spray all surfaces of the equipment inside and outside. All smaller items put into a containment tray and cover

with disinfectant solution. Let disinfectant site of surface for 20 minutes. If the item has any handles, treat these also with disinfectant solution. Make sure the surface stays wet for the full 20 minutes. Should it start to dry, spray more solution.

After the required disinfection time, wipe the equipment with paper towels and discard into biohazard waste. If bleach was used wash all metal surfaces with water as bleach is corrosive to metal.

Fill in the decontamination record before the equipment leaves the lab.

Decontamination record of equipment going for repair.

Room Number	Name of Equipment	Date of Disinfection	Name of Disinfectant used	Contact time of disinfectant	Where equipment is being sent	Signature of Person that disinfected equipment