SOP FOR AUTOCLAVE ROOMS BELLINI 247 + STEWART N5/14

Users will follow the general guidelines provided by the Department of Biology, Faculty of Science and McGill University as of the fall term 2021:

- Masks must be worn at all times
- Occupancy must not exceed 2/3 of what was normal before the pandemic:
  - Bellini 247: 1 person at the time
  - Stewart N5/14: 2 people at the time
- > 1-meter distance must be kept

HOW TO BOOK

1. It is required to reserve the autoclaves/dishwasher through the online google calendar. Requests for access to the online booking system should be emailed to carole.smith@mcgill.ca. It is recommended to book at least 24hr in advance.
2. The recommended amount of time per booking is as follows:
   i. 1.5 hrs for usage of only one instrument (autoclave or dishwasher). This time includes the complete sterilization/washing cycle and the loading and unloading of the instrument.
   ii. 2 hrs for two instruments (autoclave or dishwasher). This time includes the complete sterilization/washing cycle and the loading and unloading of both instruments.
3. To avoid confusion with parallel bookings, you must indicate “right autoclave” or “left autoclave” or “dishwasher” in the title section of your calendar booking
4. Once the autoclave cycle is finished, users are asked to immediately unload and remove their dishes/media etc., from the autoclave room. CAREFUL, items from the autoclave will be HOT!
5. The rooms have to be cleared of all user’s items at the end of their booking slot.