
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.**