

1. PURPOSE

This Standard Operating Procedure (SOP) describes the routine maintenance of procedure rooms.

2. RESPONSIBILITY

Principal investigator (PI) and their research staff, animal care staff, veterinary care staff.

3. MATERIALS

3.1. Disinfectant solution

4. PROCEDURES

4.1. Daily

4.1.1. Clean equipment between animals.

4.1.2. After procedures have been performed, countertops and equipment in the procedure area must be thoroughly cleaned and disinfected.

4.1.3. Sweep the floors. Mop as needed.

4.1.4. Empty garbage containers.

4.2. Weekly:

4.2.1. Change/clean prefilters in changing stations/biological safety cabinets.

4.2.2. Mop floors.

4.2.3. Restock supplies.

4.3. Monthly:

4.3.1. Wipe down all surfaces such as sinks, doors, doorjambs and doorknobs, windows, cart tops, shelves, etc. with the disinfectant solution.

4.3.2. Clean changing stations/biological safety cabinets: remove filters, vacuum, and drain.

4.3.3. Clean room exhaust grills.

4.4. Bi-annually:

4.4.1. Wash all walls with disinfectant solution.

4.5. Log all activities.

4.6. Preparation of disinfecting solution:

4.6.1. Wear personal protective equipment as per manufacturer's recommendations when preparing and using disinfectant solution.

4.6.2. Dilute according to manufacturer's recommendation.

4.6.3. Clean surfaces prior to disinfection to remove any organic material.

4.6.4. Apply disinfectant and allow for adequate contact time.

4.7. Waste Management:

4.7.1. Deposit non-regulated or non-infectious medical waste and soiled materials in dumpsters.

4.7.2. Regulated or infectious medical waste is processed by McGill University's Waste Management program.

SOP REVISION HISTORY

| DATE | NEW VERSION |
|------------|--|
| 2023.03.13 | 4.1.3. Sweep the floors. Mop as needed. |
| 2023.03.13 | 4.6.1. Wear personal protective equipment as per manufacturer's recommendations when preparing and using disinfectant solution. |
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