Keele University
Institute for Science and Technology in Medicine

Standard Operating Procedure

SOP Number: HTA-34 **Version: 1.0**

Title: Decontamination and cleaning procedures

Purpose: To ensure that work areas and storage areas used for human tissue are correctly cleaned and decontaminated.

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SOP History:

VERSION	AMENDMENT	CURRENT VERSION
1.0	None	

1. Introduction: All areas where human tissue is used have to be cleaned immediately after completion of the associated experiments. Regular cleaning procedures should be carried out in areas intended for work involving human tissue. This includes cleaning work spaces, incubators and biological safety cabinets. Decontamination procedures should also be carried out annually, or when required, for example, after a spill.

2. Procedure: Various procedures are carried out to ensure that laboratories and laboratory equipment is kept clean. These include:

2.1 Cleaning of laboratories: All personnel working in the labs are asked to keep them as clean as possible. Each individual is responsible for keeping their work area tidy, removing any waste that is created, and clearing up any spillages which occur.

An employee from Sodexo also helps to maintain the labs. Their rota includes removing any general waste, and cleaning the floors using specialist equipment and detergent.

2.2 Cleaning the cell culture laboratory: The cell culture laboratory is the most used lab in the building and so all users of this lab are included on a cleaning rota. One person each week is on ‘cleaning duty’ and is responsible for carrying out a list of duties. These include restocking consumables, (gloves, clinical waste bags, and paper towel, etc) making bleach solution and 70% industrial methylated spirit (IMS), and tidying work surfaces as much as possible.

An annual ‘deep clean’ is also carried out in the cell culture lab, whereby anything easily portable is removed from the lab and cleaned, a thorough clean is then carried out of all remaining equipment, and all surfaces including the floor.

2.3 Cleaning biological safety cabinets: Each time a biological safety cabinet is used, it should be thoroughly cleaned before and after. 70% IMS should be used for this, but if a spillage occurs, virkon should be used to ensure that all traced of the spill are removed. 70% IMS should then be used to remove any traces of virkon.

Once per month, a more thorough clean should be carried out. The cabinets are closed, and the first person to use them that day is responsible for carrying out the cleaning procedure. The procedure is detailed on each cabinet, and involves taking anything removal out of the cabinet and cleaning it with water and 70% IMS. The cabinet is then cleaned with water and 70% IMS, everything is then put back, and the cabinet is cleaned

again.

2.4 Decontaminating biological safety cabinets: Annually, all biological safety cabinets should be decontaminated. This is done following the procedure detailed in HTA SOP 6. Each cabinet should be decontaminated at least once per year, and a record of this is kept with the technician.

2.5 Cleaning incubators: Each incubator should be cleaned at least every 3 months. A rota is attached to each incubator detailing when they are due to be cleaned, and who by. The incubators should be cleaned using virkon, then 70% IMS to remove any traces of virkon.

2.6 Cleaning spillages: Any spillages must be thoroughly cleared to ensure that no remnants remain in the lab. To do this, virkon should be used, and then the virkon should be cleared with 70% IMS.

2.7 Broken or leaking specimens: Any broken or leaking specimens which are received or removed from storage should be dealt with according to the procedure detailed in HTA SOP 4