

 <p style="text-align: center;"><b>Provincial Public Health Reference Laboratory (PPHRL)</b></p>	<b>Document #</b>	
	<b>Version</b>	
	<b>Issue per</b>	
	<b>Effective per</b>	
	<b>Pages</b>	
	<b>Author</b>	
	<b>Reviewed By</b>	
<b><i>Work Instruction for Cleaning of Bench Surfaces</i></b>	<b>Approved By</b>	

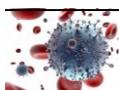
	<b>Name and position</b>	<b>Signature/Stamp</b>
<b>Author(s)</b>		
<b>Verifiers</b>		Stamp:
<b>Approver</b>		

**Distribution of valid copies of this document:**

1.	PACP sample requisition staff
2.	PACP Advanced Diagnostic Lab Staff on duty
3.	QMR (soft copy)
<b>Revise before:</b>	After one year of approver

**Changes in this version compared to previous version:**

To be done after revision as per international accreditation guidelines
---



 <p style="text-align: center;"><b>Provincial Public Health Reference Laboratory (PPHRL)</b></p>	<b>Document #</b>	
	<b>Version</b>	
	<b>Issue per</b>	
	<b>Effective per</b>	
	<b>Pages</b>	
	<b>Author</b>	
	<b>Reviewed By</b>	
<b><i>Work Instruction for Cleaning of Bench Surfaces</i></b>	<b>Approved By</b>	

## **Purpose**

The purpose of this SOP is to provide guidance to the lab personnel for disinfectant and cleaning of bench surface and surrounding area.

## **Scope**

Disinfectant and cleaning of bench surface and surrounding area is to reduce risk of contact exposure to infectious agents, and avoid cross- contamination.

## **Responsibility**

PACP Advanced Diagnostic Lab (Authorized) Staff on duty.

## **Aim**

The aim is to provide the safety of lab personnel and maintain the quality of results.

## **Procedure**

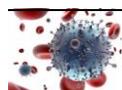
Wear disposable gloves when cleaning and disinfecting

Pause the operation/work at the bench and surrounding area during cleaning and disinfection.

Disinfectant the equipment, supplies and useable materials (tip boxes, racks and pipette etc.,) and place in the clean place.

Remove all the solid materials physically from the benchtop.

Clean the surface from least to most dirty area.



	<b>Provincial Public Health Reference Laboratory (PPHRL)</b>		Document #	
			Version	
<b><i>Work Instruction for Cleaning of Bench Surfaces</i></b>			Issue per	
			Effective per	
			Pages	
			Author	
			Reviewed By	
			Approved By	

Disinfect the bench by wipe the surface with 70% ethyl alcohol followed by sterile water to avoid any inhibition in very next experiment.

If spill event occurs on the bench top, follow the spill cleaning SOP's (.....) followed by disinfection and cleaning procedures.

Clean and disinfect the bench top before and after use.

Remove the gloves and wash your hand with detergent.

### **Material required**

Ethanol

Bleach

Distilled water

## **ANNEXURE**

### **Annexure I**

#### **PPE**

- Eye protection (Safety glasses)
- Disposable nitrile gloves
- Lab coat/tyvek (Disposable)
- Closed shoes with shoe cover
- Respirators may be required for some procedures. The nature of the Personal Protective Equipment (PPE) worn may vary according to the findings obtained from the biological risk assessment.

