

PPHRL-R&D /AEC/L2-011		<b>Procedure for Accommodation and Environment conditions (AEC)</b>	 Primary & Secondary Healthcare Department
Issue on	DD-MM-YYYY		
Revision	00		
Curator	PPHRL, P&SHD		
Approved By	IRB, P&SHD		

## Purpose

The purpose of this quality document is to provide guidelines to maintain the Storage facilities storage space and conditions to ensure the integrity of samples, equipment, reagents, accommodation and environmental conditions of testing lab in conducive condition with quality testing activities

## Application

This procedure applies to PPHRL where examination over samples are performed

## Procedure

### Environment

- All sections of PPHRL are well separated and are identified
- PPHRL is providing a separate area for sampling to maintain privacy and ease of patients. Other sections of the PPHRL have proper environmental conditions for placement of equipments, testing activities, sample storage and storage of chemicals, kits, consumables.
- Floors of labs are marbled to avoid absorption of chemicals after spillage. This floor is resistant to most of chemicals and can be cleaned and disinfected easily
- The temperature and humidity of all sections is maintained within limit by the installation of air conditioners
- A comfortable working environment is considered as room temperature i.e. **25 ± 3°C** with relative humidity of **55 ± 5%**. In general, the work areas should be free of temperature extremes that are uncomfortable for the Lab personal and can interfere with the equipment efficiency
- storage area is provided with chillers / refrigerators / freezers for storage of low temperature kits, chemicals, reagents
- Where toxic materials are handled have documented Material Safety Data Sheets (MSDS) and lab personnel are trained on applicable **MSDS**. Exhaust ventilation is maintained in any area where chemicals are stored or used
- Illumination in all labs is sufficient for the testing activities being performed. The PPHRL sections are equipped with Uninterrupted Power Supply (UPS) and backup electric generator for continuous power supply

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- Workbench space is sufficient to perform operations and to prevent clutter. Bench surfaces will be disinfected properly following Quality Work Instruction for Disinfection of Bench Surfaces Doc. Code. PPHRL /QWI/L3/001 are followed
- The bacterial load is also counted to ensure conducive environment. Standard Test Method PPHRL /STM/L2/001 followed to count the bacterial load in air (Ref. WHO guide lines for counting bacterial load)
- The microbiology lab is equipped with biohazard safety cabinet for handling microorganisms
- TB lab has bsl 3 fa

### **Environmental Monitoring**

- In case if environmental conditions are not controlled, the testing activities are stopped
- In sections of PPHRL, scope tests of ISO 15189 are performed, temperature and humidity is monitored on regular basis and recorded on Lab Quality Form “Environmental Monitoring” Doc. Code: QSP/QF/L4/023
- Quality control chart are developed against temperature and humidity measurements
- In case the temperature is deviating and touches the action limit, HOD / respective technician will raise the CPA form Doc. Code: QSP/QF/L4/010 available in CPA box and forward to MR Technical for further action. The testing activity will be stopped in case test is temperature sensitive and the range of temperature is not according the STM for this test
- Disinfection of bench surfaces after testing is performed using trigen/70 alcohol. Record is maintained through Quality Form “Disinfection of Bench Surface” Doc. Code. QSP/QF/L4/021
- Bacterial load on bench surfaces and in air is monitored once in a month and record maintained through Quality Form “Bacterial Load Count” Doc. Cod: QSP/QF/L4/022

### **Housekeeping**

- PPHRL area is maintained sufficiently clean and orderly to prevent contamination of samples and to facilitate the efficiency of laboratory operations.
- Housekeeping as a minimum includes following activities:

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- sweeping or mopping of floors
- cleaning of windows, corridors, ceiling fans and tube lights.
- cleaning up spills immediately
- adequately decontaminating and cleansing glass ware with a disinfectant
- cleaning contaminated equipment, removing all chemicals upon completion of analysis and removing all contaminants
- controlling pests
- emptying trash cans
- monitoring storage areas to ensure storage conditions are clean and dry, there is no leakage of chemicals, timely disposition of materials, and proper containment off dangerous and toxic chemicals.

#### Related Documents

- Laboratory Cleaning and Inspection Sheet
- STM for Coliform Count
- WI for Cleaning of Bench Surfaces
- Lab Disinfection Sheet
- Bacterial Load Count Record Sheet
- Environmental Monitoring Form