

	Standard Operating Procedure		SOP Number D-101	Revision 4
	Laboratory Housekeeping		Effective Date 05/11/10	Page Page 1 of 3
Written by/ Date fi *ql*/		Reviewed by/ Date 5A5 c/ tzllLa		Approved by/ Date J-S+ cLr, \?Uzt
Title: Analytical Development Manager		Title: Analytical Development Scientist		Title: QC Laboratory Director

1.00 Purpose

The purpose of this SOP is to define how the QC Laboratory at Ion Labs is to be maintained. This procedure outlines common practices that will help to maintain the cleanliness and organization of the QC Laboratory.

2.00 Scope

This procedure applies to the QC Laboratory at Ion Labs, Inc.

3.00 Responsibility

3.1 It is the responsibility of all individuals who use the QC Laboratory to follow this procedure.

3.2 It is the responsibility of Facility personnel to empty trash, remove any refuse, and to mop and clean the floors in the QC Laboratory and retain rooms.

3.3 It is the responsibility of the QC Laboratory Management to implement this procedure and to ensure that the procedure is being followed.

3.4 It is the responsibility of the QC Laboratory Management to keep this SOP current with latest Ion Labs practices.

4.00 Definitions

4.1.1 Ware(s) = Glassware, plasticware, and metalware inclusively

4.2.2 IPA = Isopropyl Alcohol

4.3.3 QC = Quality Control

5.00 References

5.1.1 D-824, SOP, Operation and Cleaning of the M11 Autoclave

5.2.2 D-603, SOP, Hazardous Chemical Waste Disposal

6.00 Procedure

6.1.1 Ongoing Cleanliness

6.11.1 Cleanliness = When practical, all associated buffers, samples and wares will be held until after the experiment is complete and results have been reviewed. All personnel should clean up after the closing of each experiment. Dirty wares can be presoaked in a wash basin and cleaned at any time up until the end of the day.

- 6.1122 Throughout the day, proper disposal of laboratory waste, wiping contaminated surfaces, and returning unused reagents and supplies to their proper storage area should be practiced fastidiously.
- 6.1133 Equipment usage - Instruments need to be properly cleaned, shut down, and/or put on standby after each use when appropriate. Instrument surfaces should be maintained free of any dust or chemical residue.
- 6.1133.1 HPLC columns should be washed then preserved in an appropriate storage buffer before removing from the system.
- 6.1133.2 When applicable, lamps should be turned off if they are not being used for short periods (i.e. overnight) and equipment should be shut down as applicable for extended periods (i.e. weekends and holidays).
- 6.1133.3 The biological containment hood will be sanitized before each use by aseptically wiping internal surfaces with 70% IPA and drying before use. At the end of each use, the surfaces will be sanitized by wiping with 70% IPA, closing the hood to turn off the blower, then activating the UV lamp for 15 minutes.
- 6.1133.4 Cleaning of the autoclave is outlined in SOP D-824 Operation and Cleaning of the MI 1 Autoclave.
- 6.1144 Trash/refuse needs to be disposed of as quickly as possible after generation. All non-sharps and non-biological materials can be disposed of in general waste.
- 6.1144.1 Sharps, such as needles and scalpels, must be disposed of in a sharps container.
- 6.1144.2 Broken glass and other broken items with sharp edges should be disposed of in an appropriately fitted and labeled box designated for broken glass.
- 6.1144.3 Potentially hazardous biological waste should be disposed of in an appropriately fitted and labeled box designated as a biological waste container. The containers and contents should be suitable for incineration.
- 6.1144.4 All other hazardous wastes will be handled and disposed of as outlined in SOP D-603 Hazardous Chemical Waste Disposal.

6.2 End of the Day Routine

- 6.211 When appropriate, at the end of each work day, bench tops and equipment should be inspected and cleaned to ensure surfaces are free of dust or chemical residue. The washbasin should be clear of all used glassware and clean glassware should be dried before returning to storage.
- 6.211.1 Used glassware and plasticware can be soaked overnight in a wash basin.
- 6.211.2 Clean wares must be removed from the wash basin, cleaned and allowed to dry before returning to storage daily.

6.3 Weekly Cleaning

6.3.1 The QC Laboratory floors should be cleaned weekly at a minimum using a mop and an approved cleaning solution.

6.4 General Practices

6.4.1 Food, beverages, gum, candy, breath mints, or tobacco products are not allowed in the laboratory areas at any time.

6.4.2 Lab safety eyewear at a minimum are required when working in the lab.

6.4.3 All signage must be followed when entering the lab or lab subsections (i.e. micro.)

6.4.4 If performing tests that require specialized PPE, the PPE required must be worn while the experiment is in process. Other individuals that are working in the surrounding areas should be notified of any risks associated with exposure and may need to wear appropriate PPE as well.

6.4.5 Laboratory coats exposed to laboratory chemicals should be processed through the laundry service immediately.

7.0 Revision History

Revision	Date	Description of Changes	CCR #	By
0	05/06/10	New	-	-
1	02/04/13	Updated SOP format. Made SOP more detailed.	13-032	B. Johns
2	01/07/15	Updated SOP format. Expanded responsibilities. Added reference to D-824 and D-603. Added cleaning of biological cabinet. Increased detail of cleaning process. Biennial Review.	15-0037	B. Johns
3	04/04/17	Biennial review. Updated responsibilities.	17-0351	B. Johns
4	04/15/20	Scheduled review, added safety information, following all signage and wearing safety glasses while in the lab	20-0296	J. Maignan