



Purpose and Responsibility

The purpose of this SOP is to provide the instructions for cleaning laboratory space and equipment before and after each use. It is critical that this procedure be followed to prevent the potential spread of contaminants. It is the responsibility of each researcher using to comply with these instructions.

Materials

1. Ethanol 70%
2. Lint free wipes (i.e., Kimwipes)
3. Antimicrobial soap or hand sanitizer
4. Paper towels

Methods

NOTE: DO NOT use sprays or fluids to clean the exterior or interior of the equipment. Do not allow fluids of any kind to penetrate the electronics cabinet under any circumstances. Sprays and liquids that come into contact with the instrument may result in damage to the system or electrocution.

The following steps are taken before and after each use or function by the research staff:

High-Touch Areas (ex.: lab benches, doorknobs, lab stools)

1. For routine cleaning, spray the surface lightly with 70% ethanol.

Enclosed Units (ex.: centrifuges, balances, pipettes)

1. For routine cleaning, it is not necessary to turn the instrument off.
2. Wipe the exterior surface of the instrument with a Kimwipe that has been lightly moistened with 70% ethanol. Allow to air dry.
3. Wipe the keyboard and common touch areas with a Kimwipe that has been lightly moistened with either the SporKlenz or 70% ethanol. Allow to air dry.

Electronic Equipment (ex.: computers, keyboards)

1. Use lens paper slight moistened with 70% ethanol on the optics.
2. Wipe the high-touch areas on the exterior surface of the instrument with a Kimwipe that has been lightly moistened with 70% ethanol. Allow to air dry.
3. For the Touch Screen, use a Kimwipe lightly moistened with 70% ethanol followed immediately by wiping with a dry Kimwipe. Do not drench the screen with excess 70% ethanol.
4. Wipe the keyboard and common touch computer areas with a Kimwipe that has been lightly moistened with either the SporKlenz or 70% ethanol. Allow to air dry.



Hand Washing

1. Wash your hands frequently during the day using the antimicrobial soap.
2. Dry your hands with a paper towel obtained from the towel dispenser.
3. If water and soap are not available, use hand sanitizer.

If you have any questions, contact:

- Research Service Centers/Medicine:
 - Spokane lab services, spok.labservices@wsu.edu, 509-358-7621
- Pharmacy:
 - Solomon Agere, solomon.agere@wsu.edu, 509-368-6608