

CLEANING, MAINTENANCE AND **MONITORING OF ROOM 648** *Operating Theatre*

SOP No: MSAH #31

Prepared by: Kellie Franke

Version: C

Authorised By: Andrew Bartlett, Manager

Signed: _____ **Date:** _____

1. **Most Important**

- 1.1 The theatre must be booked before use, using the booking diary in Office 641S and yearly planner on wall or electronic booking system
- 1.2 A “responsible person” must be appointed to each surgery session. This person will sign the booking diary and provide a contact phone number. They are also responsible for ensuring the surgery area is adequately cleaned after use.
- 1.3 Cancellations must be notified within 24hours, failure to notify will incur the full fee.
- 1.4 All persons must adhere to the “Australian code of practice for the care and use of animals for scientific purposes – 7th Edition 2004”
- 1.5 LAS expect research personnel to follow all ethical requirements. This includes actual work practices within the theatre. It will be a requirement of use that individual groups adhere to “as close as practicable” aseptic conditions
- 1.6 LAS provides cleaning equipment for the exclusive use of the theatre suite:
 - Mop and Bucket
 - Broom and Dustpan
 - Sponges and chucks
 - Detergents and disinfectants
 - Bin Liners
- 1.7 It is extremely important that the theatre and adjacent areas are left at the appropriate level of cleanliness. To ensure this happen, please adhere to the following guidelines:

2. Prep Room

- 2.1 Once anaesthetised, the animal is placed on the surgery table (lined with plastic) and prepared
- 2.2 Wool clippings and skin disinfectant 'spills' are cleaned up immediately to prevent floor staining
- 2.3 Floor is mopped using disinfectant
- 2.4 All departmental equipment is removed as soon as practicable after the session concludes.

3. Scrub Room

- 3.1 Scrub sink is to be used for personal hand/arm disinfecting **ONLY**. It is **NOT** to be used for general cleaning of equipment, or as a waste sink.
- 3.2 Twin sinks and drain board can be used for instrument cleaning.
- 3.3 Animal waste (blood/urine) is to be disposed of in the wash-up area's silt trap (room 640)
- 3.4 Street footwear is not permitted into scrub and surgery areas! Surgery boots and/or cover shoes must be worn
- 3.5 Surgery boots are to be cleaned and stored in lockers.
- 3.6 Benches are to be cleared of equipment after sessions
- 3.7 Benches and sinks are to be disinfected
- 3.8 Floor is mopped using disinfectant

4. Change Room (646)

- 4.1 Street clothes are to be stored in lockers, **NOT** hanging on gas bottles. (lockers are not general purpose storage cupboards)
- 4.2 Street shoes to be covered or removed before entering scrub/surgery areas
- 4.3 The door to the main corridor is to be closed at all times.
- 4.4 **Gas bottle levels are to be checked BEFORE AND AFTER surgery.** Notify LAS staff if low or empty

5. Surgery

- 5.1 Absolutely **NO** through traffic
- 5.2 Check fittings and soda lime canisters in anaesthetic machine prior to surgery
- 5.3 Surgery table is covered with plastic sheet
- 5.4 Ensure scavenger unit is operating
- 5.5 Ensure surgery packs are ready (autoclaved) prior to surgery
- 5.6 Benches are to be cleared of equipment after session
- 5.7 Benches and sink are to be disinfected
- 5.8 Contents of lined "dustbins" are to be disposed of in sulo bins and bin liners replaced
- 5.9 All linen is to be placed in the linen bags in the corridor. Any linen heavily soiled with blood or fluid are to be placed in a plastic bag first.
- 5.10 Floor is mopped using disinfectant

6. Post Operative Care

- 6.1 The researcher is primarily responsible for the post operative care of the animals.
- 6.2 It is up to the researcher to discuss any post operative care methods with the facility manager that may involve the animal care staff. (ie-handling/records/treatments)
- 6.3 All persons must adhere to the "Australian code of practice for the care and use of animals for scientific purposes – 7th Edition 2004" Section 3.3.33 – 3.3.38.

7. Corridor

- 7.1 Is to be kept clear at all times

7.2 Any spillages and rubbish is to be cleaned up

8. Blood Gas Work Station

8.1 Users to keep area clean after use and follow their appropriate SOP

9. LAS staff

9.1 LAS staff will undertake a complete and thorough cleaning of the surgery areas (once per week) on Friday afternoons (1.00-5.00pm), or as requested, this will involve:

- All surfaces cleared of equipment, dusted and disinfected
- Floor and window frames cleaned with disinfectant
- Benches/tables/sinks are wiped over with disinfectant / alcohol
- Wall “bumper” rails are wiped over with disinfectant
- Surgery table including “pads” cleaned and disinfected
- Surgical lights dusted and wiped over with alcohol
- Anaesthetic machine/scavenger unit/ventilator, wiped down with alcohol
- Cleaning equipment disinfected
- Consumables/equipment supplied are checked and replenished
- Furniture/equipment/supplies are placed in the appropriate location (all departmental equipment must be approved for storage in the surgery).

10. Occupational Health, Safety and Welfare

10.1 All staff and researchers are to adhere to safe work practices

10.2 First Aid Kit is located inside conventional facility entrance and office Rm 641S (First Aid officer is Faye Gardner ext 35340)

10.3 Any OH&S accidents or incidents are to be reported immediately to the Facility Manager (Kellie Franke) or First Aid Officer (Faye Gardner)

11. Monitoring

11.1 All animals are monitored for health disorders and changes in food and water intake or waste output. Any abnormalities are to be reported to the Facility Manager and Researcher.



LABORATORY ANIMAL
SERVICES
MEDICAL SCHOOL ANIMAL HOUSE
STANDARD OPERATING PROCEDURE

CLEANING, MAINTENANCE AND MONITORING OF ROOM 654

Post Mortem (PM) Room

SOP No: MSAH #32

Prepared by: Kellie Franke

Version: C

Authorised By: Andrew Bartlett, Manager

Signed: _____ **Date:** _____

1. **Most Important**

- 1.1 The PM room must be booked before use, using the booking diary in Office 641S and yearly planner on wall or electronic booking system
- 1.2 There is no fee for the use of the PM room.
- 1.3 Cancellations must be notified within 24 hours, penalties may be incurred.
- 1.4 The PM room is not to be used as an animal feed preparation area.
- 1.5 Eating and drinking is prohibited.
- 1.6 Personnel conducting post-mortems must comply with Australian/New Zealand Standard (Safety in Laboratories) No. 2243.3:2002 Section 10.3 "Dissection and Post Mortem Examinations"
- 1.7 All persons must adhere to the "Australian code of practice for the care and use of animals for scientific purposes – 7th Edition 2004"
- 1.8 LAS provides protective eye goggles (2 pairs) and ensures gowns are available, all other protective clothing/equipment is the responsibility of users.
- 1.9 LAS provides cleaning equipment for the exclusive use of the PM room:
 - Mop and Bucket
 - Broom/ dustpan & brush
 - Sponges and chucks
 - Detergents and disinfectants

1.10 It is extremely important that the PM room and adjacent areas are left at the appropriate level of cleanliness. To ensure this happens, please adhere to the following guidelines:

2. Post Mortems

2.1 Personal protective equipment/clothing is to be worn by all staff during PMs.

- Eye goggles
- Gloves
- Gowns/lab coats

2.2 The PM table is to be lined with disposable plastic sheeting

2.3 The small dust-bin is for paper waste only, not for animal waste.

2.4 The PM room is to be cleaned immediately after examinations:

- Store dirty met crates or lifter in wash-up area (room 640)
- Remove all waste, disposables and animal matter
- Remove any departmental equipment
- Disinfect all surfaces
- Mop floor with disinfectant

2.5 Contaminated surfaces are to be disinfected with alcohol / disinfectant:

- Table
- Benches
- Floors
- Sink

2.6 Animal Carcasses must be removed from the Crate/PM room as soon as possible and not left in view in the corridor.

2.7 Any blood/fluid spills in the corridor must be cleaned up immediately

3. Disposal of carcasses and waste

3.1 Carcasses are to be disposed of via a lined yellow biological waste bin

3.2 Full bins are stored in the Level 6 cold room and removed *by the researcher* before 9.00am for collection downstairs the *next day*

3.3 Yellow biological waste bins are to be returned to Animal Services

4. LAS Staff

4.1 LAS staff will undertake a complete and thorough cleaning of the PM room (once per week) on Friday afternoons or as requested, this will involve:

- All surfaces cleared of equipment, dusted and disinfected
- Hand soap/paper towel supplies replenished
- Benches/tables/sinks wiped with disinfectant/alcohol
- Consumables/equipment supplied are checked and replenished
- Equipment/supplies are placed in the appropriate location (all departmental equipment must be approved for storage in the PM room).

5. Occupational Health, Safety and Welfare

- 5.1 All staff and researchers are to adhere to safe work practices
- 5.2 First Aid Kit is located inside conventional facility entrance and office Rm 641S (First Aid officer is Faye Gardner ext 35340)
- 5.3 Any OH&S accidents or incidents are to be reported immediately to the Facility Manager (Kellie Franke) or First Aid Officer (Faye Gardner)

6. Monitoring

- 6.1 All animals are to be monitored for health disorders and changes in food and water intake or waste output. Any abnormalities at PM or surgery are to be reported to the Facility Manager and Researcher.