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| **Standard Operation Procedure** |
| **STANDARD OPERATING PROCEDURE FOR** **GROSS ANATOMY MAINTENANCE and CUSTODIAL STAFF** |
| **SOP Number** | **Version** | **Date** |
|  | **1.0** | **September 1, 2015** |

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# 1.0 STANDARD OPERATING PROCEDURES (SOP)

## 1.1 Laboratory Access Procedure

*(Laboratory Access is for Authorized User only)*

* 1. All authorized users of the Gross Anatomy lab must read and demonstrate they understand this SOP.
		1. Authorization will be granted by Public Safety.
		2. Personal items not required for work in the space should not be brought into the laboratory.
		3. Unlock the door using the key pad entry

## 1.2 Procedures For Putting On PPE *(Before Start Working)*

1. Gloves should be worn when working in this laboratory.
2. Put on gloves and minimize exposed skin.
3. Put on safety glasses if working where there is a potential for splash.

## 1.3 Procedures for Taking off PPE and Leaving the Laboratory

* + 1. Remove disposable gloves in the lab and discard in trashcan.
		2. Wash hands thoroughly with soap.
		3. Leave lab.
		4. Ensure all doors are locked and secure when leaving laboratory.

# 2.0 CUSTODIAL STAFF

Cleaning Tasks:

Daily: Sweep and mop floors, wash counter tops and sinks; empty trash

Quarterly: Deep clean and polish floors

# 3.0 SPILL PROCEDURES

A Spill Response Plan has been developed to provide detailed procedures to address the clean up of a spill. Please review the Spill Response Plan.

# 3.0 MAINTENANCE SCHEDULE

The following is a suggested schedule of maintenance for items in the Gross Anatomy Lab.

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| --- | --- | --- |
| **MAINTENANCE/INSPECTION REQUIREMENT** | **INTERVAL** | **ORGANIZATION RESPONSIBLE** |
| Exhaust Fan  | Annually  | Facilities Management  |
| Eyewash and Showers | Monthly  | Physical Plant |
| Laboratory Air Flow  | Annually  | Facilities Management  |
| Visual Safety Check of Lab  | Daily  | Principle Investigator |
| Safety Audit of Lab  | Monthly  | Environmental Health &Safety  |

* Upon completion of semester the dissection tables in anatomy will be cleaned and disinfected.
* General housekeeping, cleaning and disinfecting will be conducted by the Department during the semester while the tables are in use with an appropriate disinfectant.

# 4.0 EMERGENCY CONTACT NUMBERS

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| **Name** | **Number** | **Information** |
| Physical Plant | (954) 262-8800 | For repairs |
| Medical Sciences Lab Manager | (954) 901-9339 (cell) | For Lab Access |
| EHS, Fred Wilson | (954) 262-8816 | For exposure incidents, biosafety issues or concerns |
| Security | (954) 262-8999 | Emergency situations / Access |
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