

# BIOSAFETY MANUAL



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## Cleaning and Housekeeping

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### Purpose of procedure

This procedure has been developed to ensure that RTPC2 facility are to be kept clean, organized and properly maintained at all times

### Scope

This procedure applied to facility janitor, all authorised users and visitors of the greenhouse

### Responsibilities

The facility manager to ensure that RTPC2 facility are to be kept clean, organized and properly maintained at all times

### Steps

#### ***Cleaning***

All cleaning tools (e.g. broom, dustpan, mop, etc.) are dedicated for the use RTPC2 facility only and shall not be removed outside unless it has been decontaminated by autoclaving

#### **1. Daily:**

Greenhouse area and preparation room:

##### i. Sweep floor

- Floor must be swept daily to remove any soil, plant material and debris
- Any soil, plant material and debris must be collected into an autoclave bag and to be autoclaved later

#### **2. Weekly**

Greenhouse area:

##### i. Floor cleaning

- The Greenhouse floor should be mop and dried weekly to avoid algae formation
- The algae can be removed by spraying water diluted bleach on the surface and wiping it dry after a few minutes

Preparation room:

##### ii. Floor cleaning

- Preparation room floor should be mop and dried weekly
- Mop must be washed and dried after use, and soak with diluted bleach for 30 minutes when cleaning up spill

#### **3. Monthly**

##### i. Drain cleaning

- Before removing any of the filter strainers, the floor of the whole room must be thoroughly swept to ensure there will be no breaches while cleaning
- The drain cover must be put in place when taking out the strainer
- The screen is then brushed clean over an autoclave bag to remove any soil or plant material and to be autoclaved later

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- The screen is then to be replaced and secured immediately after cleaning
  - No water is to go down the drain while the filters are not in place
- ii. Lab coat
- Laboratory coats worn in a RTPC2 facility are to be washed as required
  - Procedure is to be carried out either at a convenient time when the coats are not required for a few hours or are to be done in two separate 'batches'
  - Coats are to be bagged and put into an enclosed container for transportation to the washing facility
  - Domestic washing powder and hot water are to be used. After drying they are to be returned to the facility

#### 4. Annually

- i. Polycarbonate wall
- Rinse polycarbonate sheet with lukewarm water
  - Wash sheet with a mild soap and lukewarm water
  - Use a soft cloth or sponge and gently wash to loosen remaining dirt and grime
  - Do not scrub or use brushes or squeegees
  - Repeat rinse and dry with a soft cloth to prevent water spotting
  - Cleaning Agents that have been found to be compatible with polycarbonate sheets under laboratory conditions (eg. Freon T.F,Joy, Palmolive Liquid, Top Job, VM&P grade Naptha, Windex with Ammonia, Brillianize®)

#### ***Housekeeping***

1. All users of the facility are expected to observe good housekeeping rules by returning equipment and unused supplies to proper storage areas and by cooperating in keeping the facilities clean and orderly. Sound sanitation practices are necessary in order to reduce, if not eliminate, disease and insect problems
2. Use clean, sterile containers and tools that are supplied by the facility. Avoid putting plant material, containers, or tools on the floor or other "contaminated" surface. The floor is not a desirable work area. All used pots and containers should be returned to assigned storage areas
3. Take care not to contaminate the pasteurized soil in carts or tubs. Only use sterile scoops, dustpans, and brushes on bench surfaces
4. All watering hoses should be stored off the aisle walkways, and breakers/nozzles must be kept off the ground
5. Report all insect and disease problems to a member of the permanent RTPC2 staff immediately so that its spread can be contained
6. Do not use greenhouse space for storage of pots or other supplies
7. Notify a member of the permanent RTPC2 staff if unsterile field soil or wild, collected plant material will be brought into the greenhouse
8. Do not use greenhouse space for the rearing or housing of personal plants
9. All transgenic material must be autoclaved prior to disposal

#### **Training required**

NA

#### **Location**

RTPC2 facility (Greenhouse area & preparation room)