

Standard operation procedure: Distribution of responsibility in the laundry

SOP nbr: 9-03

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DISTRIBUTION OF RESPONSIBILITY IN THE LAUNDRY

1.0 PURPOSE

- 1.1 To ensure that new members of staff in the laundry are well trained.
- 1.2 Clarify the division of labour between staff on the clean and the dirty side of the laundry.
- 1.3 To prevent contamination between the dirty and the clean side of the laundry.
- 1.4 To ensure a good level of staffing when personnel are off sick.

2.0 DISTRIBUTION OF RESPONSIBILITY

- 2.1 The Head of the Section of Comparative Medicine (KPM) is responsible for making sure that new members of staff in the laundry are well trained.
- 2.2 Each member of staff is responsible for using the required clothing and protective equipment.
- 2.3 Each member of staff is responsible for using the cleaning aids/tools that ensure good working positions and must report any aids or protective equipment that are missing or need replacing.
- 2.4 Staff on the clean side must carry out the tasks prescribed for laundry personnel on the clean side.
- 2.5 Staff on the dirty side must carry out the tasks prescribed for laundry personnel on the dirty side.
- 2.6 KPM laundry staff must inform the Operations Coordinator and the Head of KPM if they are sick.
- 2.7 The General Manager of Trygg Renhold must contact the Operations Coordinator at KPM if personnel hired by KPM are off sick, and send a replacement.
- 2.8 The Operations Coordinator must contact the Manager of Trygg Renhold if more staff need to be hired.
- 2.9 Laundry staff must inform the Purchasing Manager at KPM in good time when products need ordering.

3.0 PROCEDURE

- 3.1 New members of staff must be thoroughly trained. The training plan for new employees in the laundry must be adhered to and followed up by the Head of KPM. This applies to both new employees at KPM and personnel hired in from Trygg Renhold.
- 3.2 The correct clothing must be worn. Recommended protective equipment and cleaning aids must be used when tasks demand this. When handling chemicals such as concentrated soaps and disinfectants, use a lab coat, inner chemical-resistant gloves which cover the arms, outer nitril gloves, protective glasses and a facemask with a special filter, depending on the type of chemical in



question. Discard gloves after handling chemicals. Change clothes immediately if you spill chemicals/disinfectants on yourself and rinse your skin thoroughly with water.

- 3.3 Moving from the dirty side to the clean side of the laundry or clean corridor is not allowed on the same day (with the exception of the area used for breaks).
- 3.4 Laundry staff must contact the person responsible for equipment if machines or equipment such as the bottle washer, tunnel washer, autoclave, gas sluice, container etc. are in need of repair or service. Staff must not attempt to resort to data programs in an attempt to repair machines themselves, except where training has specifically been given to do so.
- 3.5 Staff must inform the Purchasing Manager in good time when products need ordering. Staff must familiarise themselves with the products and must know how to find the safety and protection sheets for chemicals in Chemical Manager in Eco Online.
- 3.6 Staff on the dirty and the clean side work together when it comes to importing goods and equipment from DU-006, DU-007 and the equipment store outside MDU (see «SOP 7-06 Importation of goods and KPM equipment to the MDU”).

Tasks for staff on the dirty side of the laundry

- 3.7 The correct clothing for staff on the dirty side is as follows: shirt, trousers, lab coat, hair net, facemask with a P3-filter and a 1883+ filter against bacteria (see appendix 1), long gloves that cover the arms and shoes that will not slip on wet floors. Change your shoes as you enter the dirty side of the laundry. Protective glasses must be used when emptying cages. Remove the lab coat and change your shoes as you leave the dirty side of the laundry. Lab coats must be changed daily. A facemask can be used for up to 8 hours.
- 3.8 A lab coat, full facemask with a suitable filter and double Kimtech Purple Nitrile Xtra gloves (or other suitable gloves that cover the arms) must be used when handling equipment labelled «Hazardous» from DU-008A (TOX room) - see the separate procedures governing the handling of equipment from the TOX room.
- 3.9 To begin, turn on the machines: the litter and refuse-emptying machine, bottle washer, rack washer and tunnel washer.
- 3.10 Take the bottles out of the cages, sort them and send them through the bottle washer in baskets of an appropriate size. Place cage card holders in the basket set aside for that purpose. Inspect the filter in the lid and discard it if it is not intact. Place the lids on racks and when full, send them through the rack washer. Use a step box so that you reduce working over shoulder height to a minimum. Discard cardboard tunnels and petri dishes separately. Soak feed baskets, igloos and running wheels in the sink. Empty litter and paper into the litter and refuse emptying machine (use a spatula to scrape out the leftovers). Place empty cage bases in front of the tunnel washing machine and only soak them if there are very stubborn or dry residues on them.
- 3.11 Send items through the tunnel washer as and when there is free capacity on the conveyor belt. Make sure that equipment is not placed too close together on the belt.
- 3.12 Feed baskets, igloos and running wheels should first be washed manually and then place in the basket with the cage card holders before sending them through the tunnel washer. Rubber components from racks should be placed in a separate basket.

- 3.13 Racks, trollies and other large items that withstand washing should be sent through the rack washer.
- 3.14 Socks and mops must be washed and dried daily and placed in suitable boxes/bags. Then spray the boxes/bags on the outside with 70% ethanol and send them to the clean side to be autoclaved.
- 3.15 The shelf outside the laundry must be emptied. All dirty equipment that has arrived by the deadline (i.e. by 15.00 Monday-Thursday and by 14.30 on Friday) must be cleaned during the course of the day. Smaller items such as trollies may be left from one working day to the next. Dirty equipment must not be left until after the weekend.
- 3.16 Transport racks with cages from rooms with infections must be clearly marked with "Infection". Laundry personnel will be told when this category of cage is placed in the laundry. These cages must be cleaned at the end of the day. When you have finished cleaning these cages, a cleaning program must be run on the tunnel washer and this must be logged.
- 3.17 Equipment from the TOX room must be cleaned at the end of the day, together with the equipment from rooms with infection. When you have finished cleaning this equipment, a cleaning program must be run on the tunnel washer and this must be logged.
- 3.18 Carry out daily cleaning such as washing visibly dirty surfaces, sweeping the floor and discarding refuse. Turn off the machines before you leave the laundry at the end of the day.
- 3.19 Take refuse/waste out via DU-006 at the end of the day. Place the refuse in the container for this purpose by the Goods Reception.
- 3.20 Put dirty socks in the cloakroom in a bag. Spray the bag with 70% ethanol and place the bag on the clean side of the cloakroom. Bring the bag into the dirty side of the laundry after lunch or on the following day. Take dirty clothes from the outside of the cloakrooms and place the bags on the shelf outside the entrance to KPM.
- 3.21 The machines must be emptied and washed twice a week. Surfaces and floors must be cleaned with soapy water twice a week and disinfected with Virkon, or another suitable disinfectant, once a week. Allow Virkon to work for at least 30 minutes. NB! Remember to rinse away Virkon after disinfecting, as it is corrosive.
- 3.22 Remember to turn off the water outlet in the wall of the water hose to prevent leakage over the weekend.

Tasks for staff on the clean side of the laundry

- 3.23 Correct clothing for staff on the clean side is as follows: shirt, trousers, hair net, surgical mask, long gloves that cover the arms and shoes that do not slip on wet floors. Protective glasses should be used in situations where there is a risk of dust and litter getting into the eyes. Heat-tolerant gloves must be used when taking hot cages out of the tunnel washer.
- 3.24 The autoclave should be turned on first thing in the morning and the warm-up program must be run. Turn on the gas sluice.
- 3.25 Use a step box so that you reduce working over shoulder height to a minimum. A trolley that can be raised and lowered must be used when handling heavy items such as sacks of animal feed and bedding.
- 3.26 Staff on the clean side are responsible for taking clean equipment out of the washing machines.



- 3.27 Assemble the cages, complete with the correct amount of bedding, paper, food, filter and filter top (NB! Must be loose!) and cage card and place them on the transportation racks. The transportation racks must be marked with autoclave tape, showing the correct date for when they are to be autoclaved.
- 3.28 Sort the bottles according to size. Baskets and bottle tower racks must be used, if available. Trolleys should be used when necessary and be marked with autoclave tape showing the correct date for when they are to be autoclaved.
- 3.29 Sort enrichment items into separate, autoclave-tolerant boxes with lids. Running wheels, igloos and tunnels should be sorted in separate groups and marked with autoclave tape showing the correct date for when they are to be autoclaved.
- 3.30 Equipment waiting to be autoclaved must be stored either in the laundry or in the autoclave room. Equipment placed outside the autoclave in corridor DU-021 must have a notice saying that the equipment has not been autoclaved and should therefore not be used.
- 3.31 Assemble the racks that are due for their twice yearly cleaning, mark them with autoclave tape and place them in corridor DU-010. Make sure all the valves and pipes are in place and that the rubber plugs are correctly positioned in relation to each other and to the pipe.
- 3.32 The member of staff on the clean side of the laundry autoclaves all the equipment/items: cages, bottles, enrichment, racks, clothing, socks etc. Put the autoclaved equipment in the corridor DU-021. Ensure that there are enough autoclaved cages of all sizes, bottles of both sizes, enrichment (tunnels, running wheels, igloos, paper for the cages) and animal feed available. The same member of staff should look to see if there is an additional order on the board outside the laundry.
- 3.33 Staff in the Barrier communicate with staff on the clean side of the laundry about the equipment needed in the Barrier. The member of staff on the clean side also takes all equipment out of the Barrier and places it on the dirty side of the laundry.
- 3.34 Make sure there are enough lab coats and socks in the cloakrooms and refill with hair nets, facemasks and gloves. The member of staff on the clean side communicates with the company that fetches and launders uniforms and reports to the Head of KPM if the need arises, for example, if the clothes are not properly folded.
- 3.35 Place sacks of animal feed on clean pallets in DU-005 (cold store) - see «SOP 7-06 Importation of goods and KPM equipment to the MDU».
- 3.36 The member of staff on the clean side connects up a new container with bedding, if needed. This should be carried out from the dirty side and clothes must be changed when leaving the MDU before performing this task.
- 3.37 The container holding soiled litter must be disconnected prior to collection. This should be done at the end of the day. Staff on the clean side communicate with the firm that fetches and delivers containers. Use protective equipment: jacket, helmet, gloves and protective glasses. Seal the pipe so that moisture does not get in. Staff are not allowed to return to the MDU on the same day. A full body wash and change of clothes must be carried out before access to the MDU can be granted on the following day.
- 3.38 The member of staff on the clean side empties refuse/waste in the basement every third week. This must be done at the end of the day and must be signed for. Staff are not allowed to return to the

MDU on the same day. A full body wash and change of clothes must be carried out before access to the MDU can be granted on the following day.



- 3.39 The member of staff on the clean side places empty pallets in the goods reception area.
- 3.40 The member of staff on the clean side receives the orders for cages, bottles and other equipment for KPMe etc. and places the ordered equipment in DU-006.
- 3.41 Daily cleaning, such as washing visibly dirty surfaces, sweeping the floor and disposing of rubbish should be carried out at the end of the day.
- 3.42 Weekly cleaning should be carried out on Friday: wash surfaces and floors with soapy water and disinfect benches with 70% ethanol. Tidy the autoclave room and the part of DU-004 storeroom used by the laundry.
- 3.43 The member of staff on the clean side is responsible for the weekly cleaning of door handles, door cords and access panels in corridors (apart from the doors to the animal housing rooms and laboratories) and in rooms used by the laundry and for the cleaning of the gas sluice, autoclave and air shower - see "SOP 9-02 Cleaning of stores, cloakrooms, corridors and labs".
- 3.44 The member of staff on the clean side of the laundry is responsible for pouring a bucket of water down the drain in the floor of the clean and the dirty corridor once a week.


4.0 HEALTH, SAFETY AND ENVIRONMENT (HSE)


- 4.1 Laundry staff must have received thorough training in the use of equipment, PPE and cleaning aids.
- 4.2 Laundry staff must be trained in the use of Chemical Manager so that they can find and refer to the safety and protection sheets for the chemicals they use.
- 4.3 If disinfectants get into the eyes, rinse your eyes thoroughly and contact a doctor
- 4.4 If you spill disinfectants or concentrated cleaning agents on clothing or shoes, change them immediately. Rinse your skin thoroughly and contact a doctor if necessary.


Rely+On Virkon Tablets	CAS no.	Pictogram	Hazard statements	Precautionary statements
Pentakalium-bis(peroksymonosulphate)-bis(sulphate)	70693-62-8		H315: Skin irritant.	P102: Keep out of the reach of children.
Malic acid	6915-15-7		H318: Causes serious eye damage.	P273: Avoid escape into the environment.
Sulphamidic acid	5329-14-6		H335: May cause respiratory irritation.	P280: Use protective gloves/clothing/eye and face protection.
Sodium dodecylbenzensulphonate	25155-30-0		H412: Harmful to aquatic life with long-lasting effects.	P305+P351+P338: IF IN CONTACT WITH EYES: Rinse carefully with water for several minutes. Remove contact lenses if used and easy to do.
	7727-21-1		EUH 208: Contains Dipotassium peroksidisulphate, which may produce	

Dipotassium peroxodisulphate			an allergic reaction.	Continue rinsing. P310: Contact a POISON CENTRE immediately or a doctor. P501: Dispose of contents/container in accordance with local, regional and national regulations.
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Ethanol	CAS no.	Pictogram	Hazard statements	Precautionary statements
Ethanol	64-17-5	 	H225: Highly flammable liquid and vapour. H319: Causes severe eye irritation.	P210: Keep away from heat sources, hot surfaces, sparks, open flames and other sources of ignition. Smoking forbidden. P280: Use protective gloves/clothing/eye protection/face shield. P305+P351+P338: IF IN CONTACT WITH THE EYES: Rinse carefully with water for several minutes. Remove contact lenses if used and easy to do. Continue rinsing. P370+P378: In case of fire, extinguish using foam, carbon dioxide, dry powder or water spray. P403+P235: Store in a cool, well-ventilated place. P501: Dispose of contents/container in accordance with national regulations.

DekoRen+ Mild	CAS no.	Pictogram	Hazard statements	Precautionary statements
EDTA-Na4 (Etylendiamintetraacetic acid-Na4), sodium salt of EDTA	64-02-8		H318 Causes serious eye damage. H290 May be corrosive to metals.	P280: Use protective gloves/clothing/eye protection/face shield. P305+P351+P338: IF IN CONTACT WITH THE EYES: Rinse carefully with water for several minutes. Remove contact lenses if used and easy to do. Continue rinsing. P310: Contact a POISON CENTRE immediately or a doctor.
MGDA (Metylglycindi acetic acid, 3Na-salt)	164462-16-2			

CLIMAX S	CAS no.	Pictogram	Hazard statements	Precautionary statements
Phosphoric acid	7664-38-2		H314 Causes severe burns to skin and eyes. H290 May be corrosive to metals. H302 Harmful if swallowed.	P280 Use protective gloves/clothing/eye protection/face shield. P303+P361+P353 IF IN CONTACT WITH SKIN OR HAIR: Soiled clothes must be removed immediately. Rinse/shower skin with water. P305+P351+P338: IF IN CONTACT WITH THE EYES: Rinse carefully with water for several minutes. Remove contact lenses if used and easy to do. Continue rinsing. P310: Contact a POISON CENTRE immediately or a doctor.
Citric acid	77-92-9			

Omo Color powder	CAS no.	Pictogram	Hazard statements	Precautionary statements
Sodium carbonate	497-19-8		H319 Causes serious eye irritation.	P101 If there is a need to call a doctor, have the product's container or label at hand. P102 Store out of the reach of children. P305+P351+P338: IF IN CONTACT WITH THE EYES: Rinse carefully with water for several minutes. Remove contact lenses if used and easy to do. Continue rinsing. P337+P313: If eye irritation persists, contact a doctor.
Alcohols, C12-14, ethoxylated	68439-50-9			
Subtilisin	9014-01-1			

5.0 EQUIPMENT AND MAINTENANCE

- 5.1 Clean side: lab coat, hair net, chemical-tolerant gloves (+ nitril), surgical mask, heat-tolerant gloves, protective glasses, sturdy shoes.
- 5.2 Dirty side: uniform, hair net, lab coat, P3 mask, chemical-tolerant gloves (+ nitril), protective glasses when emptying cages, full face shield with an A2P3- filter when handling equipment from the TOX room, sturdy shoes (to be changed between the dirty corridor and the dirty side of the laundry).
- 5.3 Box step, jack trolley.

- 5.4 Bottle washer: must be serviced regularly and must not be repaired by laundry staff if out of order. The Operations Manager contacts the person responsible for equipment, who contacts Scanbur when necessary.
- 5.5 Tunnel washer: must be serviced regularly and must not be repaired by laundry staff if out of order. The Operations Manager contacts the person responsible for equipment, who contacts Scanbur when necessary.
- 5.6 Rack washer: must be serviced regularly and must not be repaired by laundry staff if out of order. The Operations Manager contacts the person responsible for equipment, who contacts Scanbur when necessary.
- 5.7 Litter and refuse emptier: must be serviced regularly and must not be repaired by laundry staff if out of order. The Operations Manager contacts the person responsible for equipment, who contacts Scanbur when necessary.
- 5.8 Autoclave: must be serviced regularly. The member of staff on the clean side of the laundry contacts the Operations Manager if the autoclave is out of order. The Operations Manager contacts the person responsible for equipment, who contacts Scanbur Matachana when necessary.
- 5.9 Transportation racks and shelves.
- 5.10 Cages and bottles of all sizes, enrichment, animal feed.
- 5.11 Taski Jontec dagligrent (or other soap for daily cleaning), Virkon, 70% ethanol, DekoRen+ Mild, CLIMAX S, Omo Color
- 5.12 Mops and mop stand.

6.0 HISTORY OF EDITING

- 6.1 Written by Frøydis Kilmer 04.06.2021
- 6.2 23.09.21: facemask for use on the dirty side of the laundry changed to 1883+ (Frøydis Kilmer)

7.0 REFERENCES

- 7.1 Section 3.16 taken from SOP «Cleaning of IVC cages – DRAFT», written by Synne Grønbech
- 7.2 [EcoOnline](#): Virkon
- 7.3 [EcoOnline](#): Ethanol
- 7.4 [EcoOnline](#): DekoRen+
- 7.5 [EcoOnline](#): CLIMAX S
- 7.6 [EcoOnline](#): Omo Color

Appendix 1.



[Disposable particle filtering respirators, FFP3, health care, Aura™ 1883+ | VWR](#)