

## Standard Operating Procedure

### Title: Laboratory Housekeeping and Glassware Cleaning

5.1.2.2 All laboratory chemicals and reagents must be labelled properly as per SOP *LAB-115 Use and Control of laboratory Chemical Materials*.

5.1.2.3 Chemical and Reagent bottles should always be cleaned if the contents have been spilled down the sides.

#### 5.1.3 Emergency Facilities

5.1.3.1 The emergency facilities including, but not limited to, the fire extinguishers, the safety showers, the eyewash fountains, the emergency exit signs and the spill kits (i.e. chemical spill kit, mercury spill kit) should be maintained at functioning state.

5.1.3.2 Access to the laboratory emergency facilities should be maintained clear at all times.

#### 5.1.4 Washing-up Area

5.1.4.1 The washing-up area should be maintained clean at all times.

5.1.4.2 The designated areas for clean glassware and dirty glassware should be labelled clearly.

#### 5.1.5 Housekeeping Inspections

5.1.5.1 Housekeeping inspections should be performed once a month by the laboratory personnel as per the monthly laboratory housekeeping schedule.

5.1.5.2 Housekeeping inspections should be carried out in all Laboratories and follow the Laboratory Housekeeping Inspection List (**Appendix 1**) to ensure that all requirements specified in **Section 5.1.1, 5.1.2, 5.1.3 and 5.1.4** have been met.

5.1.5.3 The housekeeping auditors should record the results of the housekeeping inspection in the **Form-425 Housekeeping Audit Checksheet for Laboratory**.

5.1.5.4 If there is any non-compliance noted, the designated person should take action to rectify it, and indicate the completion of the corrective action on the **Form-425 Housekeeping Audit Checksheet for Laboratory** with signature/initial and date.

5.1.5.5 The inspector should verify the completion of corrective actions, sign **Form-425 Housekeeping Audit Checksheet for Laboratory**, and file it in the Housekeeping folder located in the compactus.

## 5.2 Glassware

#### 5.2.1 Dirty Glassware Collection

5.2.1.1 All dirty glassware must be rinsed thoroughly by the analyst.

5.2.1.2 All dirty glassware with a volume of less or equal to 2 L should be placed into the wash trolley.

5.2.1.3 All dirty glassware with a volume of more than 2 L should be placed into the designated area in the washing-up area.

5.2.1.4 All broken and chipped glassware should be disposed of as per SOP **LAB-040 Laboratory Waste Management**.

#### 5.2.2 Glassware Cleaning

5.2.2.1 The Laboratory Attendant should collect the dirty glassware and remove the label if required.

5.2.2.2 Place the dirty glassware in the Miele dishwasher, operate the dishwasher for a cleaning wash cycle.

5.2.2.3 The clean glassware should transfer from the dishwasher to the drying oven.