



LABORATORY ANIMAL SERVICES
MEDICAL SCHOOL ANIMAL HOUSE
STANDARD OPERATING PROCEDURE

CLEANING, MAINTENANCE AND MONITORING OF
ROOM 648
Operating Theatre

SOP No: MSAH #31

Prepared by: Pacita Wissell

Version: D

Reviewed: 20/5/2010

Authorised By: Andrew Bartlett, Manager

Signed:

A handwritten signature in black ink, appearing to read "A. Bartlett".

1. **Most Important**

- 1.1 The theatre must be booked before use, using the "Calcium" online electronic booking system http://www.adelaide.edu.au/animal_services/ then click on "Booking calendar" An Induction and password to this system can be arranged through Faye Gardner ext35340
- 1.2 A "responsible person" must be appointed to each surgery session. This person will have their name and contact phone number displayed. 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 If LAS technical assistance is require for surgery an "e-mail notification" must be sent by 2pm Friday the week before via the "Booking calendar". Failure to do so may result in LAS unable to provide technical assistance.
- 1.5 All persons must adhere to the "Australian code of practice for the care and use of animals for scientific purposes – 7th Edition 2004"
- 1.6 LAS expect research personnel to follow all ethical and OH&S 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. Failure to do so will result in disciplinary action
- 1.7 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

- 1.8 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 swept and 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 equipment 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 Benches are to be cleared of equipment after sessions
- 3.6 Benches and sinks are to be wiped over with disinfected
- 3.7 Floor is mopped using disinfectant

4. Change Room/Store Room (646)

- 4.1 Street clothes are to be stored in lockers by the bathroom or hooks in the conventional bath room, **NOT** hanging on gas bottles. Do not leave **ANY** items in the lockers or bathroom post procedure/clean-up
- 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 including filling soda lime canisters in anaesthetic machine prior to surgery
- 5.3 If using the Passport Monitoring System, make sure you have had instruction from the Facility Manager before use
- 5.4 Surgery table is covered with plastic sheet
- 5.5 Ensure scavenger unit is operating
- 5.6 Ensure surgery packs are ready (autoclaved) prior to surgery. If you require LAS to autoclave surgery packs you **MUST GIVE 24 HOURS NOTICE**. Failure to do so will not guarantee surgical packs will be autoclaved by surgery start time
- 5.7 Soda lime canisters to be emptied and soda lime to be disposed of post surgery
- 5.8 Benches are to be cleared of equipment after session
- 5.9 Benches and sink are to be disinfected
- 5.10 Contents of lined bins are to be disposed of in yellow biological waste bins and bin liners replaced

- 5.11 All linen is to be placed in the linen bags in room 646. Any linen heavily soiled with blood or fluids are to be placed in a biohazard bag first.
- 5.12 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 Coordinator that may involve the animal care staff and fill in a technical assistance form to be sent by 2pm Friday the previous week. Failure to do so may result in LAS unable to provide technical assistance.
- 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) 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
 - Wall “bumper” rails are wiped over with disinfectant
 - Surgery table including “pad” cleaned and disinfected
 - Surgical lights checked, dusted and wiped over with alcohol/disinfectant
 - Anaesthetic machine/scavenger unit/ventilator/monitoring equipment, wiped down with disinfectant
 - 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 by the Facility Coordinator for storage in the surgery prior to storage).

10. Occupational Health, Safety and Welfare

- 10.1 All staff and researchers are to adhere to safe work practices, **failure to do so will result in disciplinary action**
- 10.2 Hypodermic syringes are to be disposed off immediately following use, in an approved sharps container. Under no circumstances are they to be re-sheathed unless a re-sheathing devise is used whereby the procedure is executed with one hand, eliminating any possibility of a needle stick injury.
- 10.3 First Aid Kit is located in office Rm 641S (First Aid officer is Faye Gardner ext 35340)

10.4 Any OH&S accidents or incidents are to be reported immediately to the Facility Manager (Pacita Wissell) or First Aid Officer (Faye Gardner)

10.5 It is recommended that staff working with Sheep in this environment should have Q Fever vaccination.

10.6 Attendance of an induction seminar is a prerequisite to use the facility

11. Monitoring

11.1 All animals are monitored for health disorders and changes in food and water intake or waste output.

11.2 Any abnormalities are to be reported to the investigator/s nominated on the animals cage in the first instance and also the Facility Coordinator. If appropriate, the Facility Coordinator or Researcher may also need to contact the Animal Welfare Officer.