

## Standard Operating Procedures BSL-13 Transporting items from 4-414 for autoclaving in room 4-211

### 1. Scope:

The purpose of this Standard Operating Procedure (SOP) is to ensure the safe transportation of items from the biosafety laboratory located in 4-414 to the autoclave room 4-211, that may require decontamination.

### 2. Responsibilities:

Principal investigators, undergraduate students, graduate students, other faculty and any staff that will be working in a biohazard lab that need to transport items from the biosafety lab.

### 3. Materials:

- Autoclave
- Indicator strips
- Autoclavable bag(s)
- Diluted bleach or isopropyl alcohol in a spray bottle (use appropriate disinfectant for the pathogen you are working with)
- Paper towels
- 3 pairs of nitrile gloves
- Autoclave gloves
- Cart with wheels (Kept in 4-414)

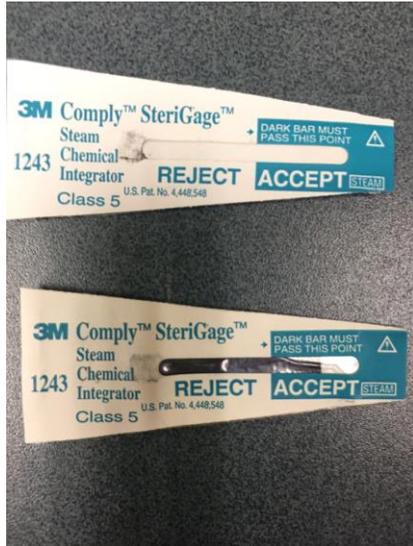
### 4. Safety:

Know how to properly use an autoclave as they use extreme heat and pressure. Refer to appropriate Standard Operating Procedure for using the different autoclaves in 4-211.

### 5. Procedure:

- a. Check the autoclave room and make sure one of the autoclaves is available for use.
- b. While in 4-414, don a pair of nitrile gloves.
- c. While you are in the laboratory, place an autoclavable bag(s) on the cart.
- d. Load items that need to be autoclaved in the bag.
- e. Place an indicator strip in the bag.
- f. **Do not over fill the bag(s) or the autoclave.** Gently seal the bag by tying the ends together.
- g. Thoroughly spray down the bag(s) and cart with diluted bleach/isopropyl alcohol.
  - i. Let sit for 10 minutes
- h. Remove gloves and place in appropriate biohazard trash container within the biohazard wet lab.
- i. **Wash hands.**
- j. After 10 minutes, wipe off any wet surfaces on the bag(s)/cart.
- k. Wheel the cart down to 4-211 using the elevator.
  - i. Bring a new pair of gloves with you.
- l. Once in room 4-211, put on the gloves.
- m. Place the bag (s) in the autoclave and untie the bag to open it as much as possible.
  - i. Place the bag in an autoclavable tray to catch spills.

- n. Remove the gloves and place them in the opened bag.
- o. Wash your hands.**
- p. Close the autoclave and run using a 15 minute gravity cycle.
- q. When the cycle is complete put on a pair of gloves. Remove the bag check the indicator.
- r. When sufficient decontamination parameters have been met, the indicator will change with a black line. If it is in the “accept” area the garbage has been decontaminated. ( See Figure 1 Below).



**Figure 1.**

- s. If acceptable, place all waste in a regular black garbage bag and disposed of in regular trash.
  - t. If not acceptable, and the cycle shows in the “reject”, run another cycle increasing the time to a 30 minute gravity cycle.
    - i. Remember to put in new indicator into the load prior to running the cycle again.
    - ii. If the cycle fails again, please contact the Biosafety Officer.
- 6. Records:**  
 Record the use of the autoclave in the autoclave log.  
 The disposal of waste should also be recorded in the pathogen inventory log book.
- 7. List of attachments:**  
 None.
- 8. History:**  
 Created by Lydia Troc, UNBC Biosafety Officer March 21, 2017
- 9. Approval:**