



Standard Operating Procedure (SOP)

Title: Weekly Maintenance and Cleaning	SOP No. SAIL-MRI-SOP-07
	Version No. 02
	Effective Date: July 28, 2017
Author: Mathieu Simard, M.Sc.	Page: 1 of 5

Approvals

Name	Signature	Date
SAIL Director: Dr. Barry J. Bedell	On File	July 28, 2017
Reviewer: Antonio Aliaga, M.Sc.	On File	July 28, 2017
ARD Director Dr. Lucie Côté	On File	July 28, 2017
ACC Chair: Dr. Momar Ndao	On File	July 28, 2017

Distribution

Small Animal Imaging MRI Laboratory (SAIL), RI-MUHC, 1001 Decarie Blvd, Suite E.S2.1602
Glen Facility Animal Care Committee (FACC)
Small Animal Imaging Laboratory Website: to be determined
RI-MUHC Portal: https://researchportal.muhc.mcgill.ca

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1. Purpose

To describe the weekly cleaning procedures for the SAIL MRI facility.

2. Scope

Applicable to the SAIL MRI facility and the equipment housed within the facility.

3. Responsibility

Facility upkeep is the responsibility of the MRI technicians and laboratory personnel. It is the responsibility of the SAIL MRI technician, under the supervision of the SAIL Manager, to ensure compliance with these weekly procedures.

4. Materials

- Approved disinfectant solution or wipes
- Paper towels
- Sharps container
- 'Swifter' mop
- Biohazard Bags*
- Disposable gloves

* ***May not be required***

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5. Procedure

- 5.1 Wearing gloves, dispose of any remaining garbage in a biohazard waste disposal bag. Properly package and seal all full biohazardous waste bags/bins, and take them to the waste disposal room.
- 5.2 Tidy up the equipment on the shelves, if necessary.
- 5.3 Perform a visual check on the tubing and cables for the equipment in the scanner room. Repair and/or replace as necessary.

6. References

OP-08.00 Procedure Room Maintenance

7. Appendices

None.

