



Standard Operating Procedure (SOP)

<b>Title:</b>  <b>Daily Maintenance and Cleaning</b>	<b>SOP No.</b> SAIL-Xtreme-SOP-05
	<b>Version No.</b> 02
	<b>Effective Date:</b> July 28, 2017
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Approvals

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Distribution

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RI-MUHC Portal: <a href="https://researchportal.muhc.mcgill.ca">https://researchportal.muhc.mcgill.ca</a>

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## 1. Purpose

To describe the daily cleaning procedure for the SAIL Imaging suite (room E.S2.8100).

## 2. Scope

Applicable to the SAIL Imaging suite and the equipment housed within the facility.

## 3. Responsibility

It is the responsibility of the SAIL manager under the supervision of the SAIL Director to ensure compliance with these daily procedures.

## 4. Materials

- Approved disinfectant solution or wipes
- Paper towels
- Sharps container
- Biohazard bags\*
- Disposable gloves

\* ***May not be required***

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## 5. Procedure

- 5.1 At the end of the day, remove and replace any equipment or material remaining around the imager.
- 5.2 Wearing gloves, dispose of any remaining garbage.
- 5.3 Wipe and disinfect all surfaces othat came in contact with animals with approved disinfectant wipes or approved disinfectant solution in paper towels.
- 5.4 Perform a quick visual check around the imager and spot clean any areas of it or on the floor that may have been dirtied during the scan session: ensure that if blood or any other biohazardous fluids/materials are wiped up, that the wiping substrate is disposed of in a biohazard bag or container.
- 5.5 Turn off the In-Vivo Xtreme optical imager and air heater.

## 6. References

OP-08.00 Procedure Room Maintenance

## 7. Appendices

None.

