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| **Name of Institution** | |
| Completion Date: | Completed By: |

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| **Autoclave Operation Checklists**  **Test Vials** | | |
| Rev Date: DD MM YYYY | | |
| **Step** | **Action** | **Complete** |
| 1 | *Geobacillus stearothermophilis* and *Bacillus atrophaeus* test vials (Steris Verify Dual Species Self-contained biological indicators S3061) should be run once every week to verify the autoclaves are efficiently sterilizing waste if active work is taking place. It is advisable to run two vials, one on each end of the autoclave.  Vials will be run every Wednesday (Tuesday, if Wednesday is a holiday), so they may be incubated until Thursday/Friday and interpreted on Thursday/Friday morning. |  |
| 2 | Upon completion of the run, vials are “cracked” and incubated according to the manufacturer’s instructions.   * Positive Result: (describe appearance) * Negative Result: (describe appearance) |  |
| 3 | If a positive result is obtained, the autoclave must immediately be shut down and users locked out to prevent use.  Schedule a service appointment as soon as possible. The unit may not be used again until two (2) cycles of negative vials have been carried out. |  |
| 4 | Results are recorded and maintained (here). |  |
| **Autoclaving Solid Bagged Waste** | | |
| 1 | All solid materials leaving the facility must be autoclaved. Exceptions include inactivated (standard operating procedures [SOPs] for each agent) biological agents (nucleic acid preparations, see applicable SOP) and live agents packaged under appropriate conditions for shipment outside of the institution. |  |
| 2 | Common Corridor: The surface of the bag must be decontaminated by spraying with an appropriate disinfectant prior to the bag leaving the individual laboratory for the common corridor, if applicable. Place the bag in an autoclavable bin on a cart inside the laboratory. Spray the bag, bin, cart, and wheels with appropriate disinfectant.  Doff personal protective equipment (PPE) as usual, wash hands, and exit to the corridor with the cart. Replace gloves in the hallway. Take the waste bags to the autoclave room. Affix a piece of autoclave tape to be used as a temperature indicator. If the bag has a built-in indicator this is acceptable.  Single Laboratory: If there is no common corridor and the autoclave is in the laboratory you are working in, place the bag in an autoclavable bin. |  |
| 3 | Open the autoclave door, place waste in bins on racks, and close the door. |  |
| 4 | Start the appropriate cycle for waste being processed. Be sure to log the run in the logbook. |  |
| 5 | Promptly return to the facility at the completion of the cycle. |  |
| 6 | If the autoclave indicates a successful cycle, open the autoclave door and remove the contents from the autoclave. Check the autoclave tape to ensure that it has changed colors.  Finish the logbook for the cycle.  If the cycle is unsuccessful, it will need to be repeated. |  |
| 7 | Remove waste and allow it to cool. Once it has cooled, it can be placed in black trash bags for disposal in municipal waste.  If applicable: Place bags of waste in regulated medical waste biohazardous boxes lined with a (insert color of the bag, usually red or yellow depending on final disposition) bag AFTER IT HAS COOLED. These boxes will be sent offsite. |  |
| 8 | If the autoclave is a pass-through, make sure to close the autoclave door so that others may access the autoclave from inside the laboratory. The inside autoclave door will not open if the outside door is open. |  |
| 9 | Clean the autoclavable bin if necessary, and transport it back into the laboratory for future use. |  |
| 10 | Wash hands prior to exiting the laboratory. |  |
| **Autoclaving Reusable Items (e.g., flasks) and Pipettes** | | |
| 1 | All solid materials leaving the laboratory must be autoclaved. Exceptions include inactivated (SOPs for each agent) biological agents (nucleic acid preparations, see applicable SOP), and live agents packaged under appropriate conditions for shipment outside of the institution. |  |
| 2 | All solid waste such as flasks and pipettes should be collected in autoclave bins or trays with lids, respectively. A 10% bleach solution should be included in containers/trays containing liquid or loose items like pipette tips. Leave the materials to sit in the disinfectant inside the biological safety cabinet (BSC) for 24 hours (based on your institution’s policy).  The surface of the container must be decontaminated by spraying with an appropriate disinfectant prior to removing the container from the BSC.  Dispose of liquid disinfectant waste (if it is a non-hazardous chemical) down the sink using large amounts of water. Do not autoclave bleach! |  |
| 3 | Place bins/tray inside an autoclavable container and affix autoclave tape. |  |
| 4 | Open the autoclave door, place waste in bins on racks, and close the doors. |  |
| 5 | Start the appropriate cycle for waste being processed. Be sure to log the run in the logbook. |  |
| 6 | Promptly return to the laboratory at the completion of the cycle. |  |
| 7 | If the autoclave indicates a successful cycle, open the autoclave door and remove the contents from the autoclave. Check the autoclave tape to ensure that it has changed colors.  Finish the logbook for the cycle.  If the cycle is unsuccessful, it will need to be repeated. |  |
| 8 | Remove waste and allow it to cool. Once it has cooled, solid waste can be placed in black trash bags for disposal in municipal waste. Note pipettes must be in a rigid container and not loose in a trash bag as they will poke out.  If applicable: Place bags of waste in regulated medical waste biohazardous boxes lined with a (insert color of the bag, usually red or yellow depending on final disposition) bag AFTER IT HAS COOLED. These boxes will be sent offsite. |  |
| 9 | If the autoclave is a pass-through, make sure to close the autoclave door so that others may access the autoclave from inside the laboratory. The inside autoclave door will not open if the outside door is open. |  |
| 10 | Clean the autoclavable bin if necessary, and transport it back into the laboratory for future use.  Any reusable labware can be washed and returned to the laboratory. |  |
| 11 | Wash hands prior to exiting the laboratory. |  |
| **Autoclaving Media and Supplies** | | |
| 1 | Prepare media, solutions, or supplies that need to be autoclaved prior to use. |  |
| 2 | Place the items in an autoclavable bin, affix autoclave tape to each item, and place inside an autoclavable. |  |
| 3 | Start the appropriate cycle for waste being processed. Be sure to log the run in the logbook. |  |
| 4 | Promptly return to the laboratory at the completion of the cycle. |  |
| 5 | If the autoclave indicates a successful cycle, open the autoclave door and remove the contents from the autoclave. Check the autoclave tape to ensure that it has changed colors.  Finish the logbook for the cycle.  If the cycle is unsuccessful, it will need to be repeated. |  |
| 6 | Remove the items from the autoclave and allow them to cool prior to use. |  |
| 7 | If the autoclave is a pass-through, make sure to close the autoclave door so that others may access the autoclave from inside the laboratory. The inside autoclave door will not open if the outside door is open. |  |
| 8 | Clean the autoclavable bin if necessary, and transport it back into the laboratory for future use. |  |
| 9 | Wash hands prior to exiting the laboratory. |  |