Annex 12   
Disinfection and cleaning (hygiene plan)

**This template must be adapted to the situation in the particular plant and appropriate additions made.**

1. Applies to the following premises

|  |  |  |
| --- | --- | --- |
| **Room No.** | **Organisms** | **Laboratory Manager** |
| **…** | **…** | **…** |
| **…** | **…** | **…** |

1. Notification and spreading of information

The hygiene plan is displayed in the laboratory. Compliance is documented.

1. Significance

Compliance with the hygiene plan helps towards personal safety at work and preventive health care as well as the quality of research.

The cleaning agents and disinfectants used at **(company name)** are selected so that they fulfil the designated function in the hygiene plan, i.e. ensuring the effectiveness[[1]](#footnote-1) and user-friendliness required. The criteria of occupational safety, health protection and environmental protection are taken into account when products are selected.

Generally, the following applies:

* Always work with suitable (household) gloves when handling disinfectants (allergizing potential).
* Only use cold water to make the disinfectant solution (to prevent vapours which could irritate mucous membranes) – if necessary, mix in the laboratory fume hood.
* Observe the dilution / concentration required for use.
* Adhere to the contact times required for disinfectants to act.
* Active life of instrument disinfectants according to the manufacturer's information (renew daily if disinfectant is mixed with cleaning agent).
* Surfaces to be disinfected should normally be wiped, not sprayed.
* – After wiping on disinfectant: use the surfaces as soon as the disinfectant has dried.
* An unused, measured solution of surface disinfectant (e.g. 0.5% solution) can be kept in a closed (storage) container (e.g. spray-bottle) according to the manufacturer's information (usually 14 -28 days).

1. Hygiene plan(Breakdown possible either for the plant as a whole or according to laboratory or organism)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What** | **When 1)** | **With what** | **How** | **Remarks** |
| **Surface, instrument, item** | **Frequency, timing, time interval** | **Materials, cleaning agents and disinfectants2) to be used** | **Task, e.g. clean, disinfect, sterilize / by wiping, washing, spraying, soaking etc.; necessary personal protective equipment** |  |
| Cleaning of the hands | *When leaving the laboratory* | *Soap* | *Wash hands* | *Follow skin care plan* |
| Hygienic disinfection of the hands | *After contamination* |  |  |  |
| Laboratory clothing 3) | *After 14 days of use or after contamination* |  |  |  |
| Safety cabinet | *Daily after use, or after contamination* |  |  |  |
| Have HEPA filter checked every 2 years and replace if necessary |  |  |  |
| Laboratory glass | *After contact with organisms* |  |  |  |
| Working surfaces | *Daily after use, or after contamination* |  |  |  |
| Refrigerator | *Periodically and after contamination* |  |  |  |
| Incubator(s) | *Every 6 months and after contamination* |  |  |  |
| Centrifuge(s) | *Periodically and after contamination* |  |  |  |
| Wash-basins | *Periodically and after contamination* |  |  |  |
| Floor | No contamination:  cleaning, as agreed, by cleaning staff | Standard cleaning agents |  |  |
| After contamination:  cleaning not by cleaning staff |  |  |  |
| Waste involving risk of injury | *Monthly or as required* |  | *Disposal in puncture-proof plastic containers which can be closed tightly and are then autoclaved.* |  |
| Biological waste |  |  |  |  |
| Water bath |  |  |  |  |

1)The information *(in italics)* is taken from: *ecomed Verlagsgesellschaft AG;* Hofmann, Jäckel – Merkblätter Biologische Arbeitsstoffe, IV-5.4.4.

2) Refer to Chapter 4 below for details on use.

3) **Note:** laboratory clothing (protective clothing) must be kept separate from normal clothing.

1. Instructions for the use of disinfectants

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Trade name / substance** | **Applications1)** | **Spectrum of activity, organisms2)** | **Dilution required for use in %** | **Contact time** | **Other papers3)** | **Remark** |
| **70% EtOH**  (ethyl alcohol) | Disinfecting of hands Disinfecting of surfaces | **B; Mb; F; eV** | 70% | 10 min. |  |  |
| **Javelle water** | Supernatant cultures | **B; Mb; F; e&ueV; eV** | 0.5 to 2% | 6 – 15 min |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1) *For example:* disinfection of hands / disinfection of surfaces / disinfection of instruments / supernatant cultures

2) **B:** Bactericide / **Mb:** Mycobacteria (tuberculocide) / **F:** Fungicide / **e&ueV:** Enveloped and unenveloped viruses/ **eV:** Only enveloped viruses /

**Bs:** Bacterial spores

3) *For example:* Instructions on use / data sheet / safety data sheet *(indicate where they are kept)*

1. Organisms used

The hygiene plan applies specifically to the rooms listed on the title page. Work with the following (Group 2) organisms is carried out in these rooms:

|  |  |
| --- | --- |
| **Organisms** | |
|  |  |
|  |  |
|  |  |

1. Instructions to the cleaning staff

The cleaning staff is instructed on how the Level 2 laboratory is to be cleaned. The relevant principles are set out in writing (“Safety during the cleaning of laboratories by the cleaning service” and “Measures to prevent infectious diseases transmissible by blood”)

1. Cleaning plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week (date)** | **What** | **Who** | **Completed on** | **Initials** | **Spec. incident** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| Compiled / authorized |  |
| Date |  |

1. Users must be able to demonstrate the effectiveness of a disinfectant (to third parties) – either because they follow the instructions on use exactly or because there is microbiological evidence of inactivation under the given conditions. [↑](#footnote-ref-1)