

1. SCOPE

This SOP describes the procedure for decontaminating objects that come in contact with (or as a result of handling) animals and patients after use of the MRI equipment, and/or prep room.

2. PROCEDURES

- The MRI equipment and/or prep room must be decontaminated after each use involving animals and patients, regardless of the experimental apparatus used to perform the study.
 - A housekeeping checklist is posted in the animal prep room to comply with Animal Care Committee recommendations.
- Eyewash stations are checked on a weekly basis; floor drains are flushed monthly by TIRF staff.
- Properly packaged, labelled, and documented waste (sharps, fixed tissues, chemicals) can be taken directly to Robarts Loading Dock every Thursday morning at 9:25am.

a. Decontamination procedure

- All countertops, surfaces and equipment that have come in contact with an animal or patient must be cleaned using 70% isopropyl alcohol, Accel INTERvention™, Quato-78 Plus or a disinfectant specified by the HSREB or as indicated on the respective Animal Use Protocol (AUP).
 - Accel INTERvention™ has been approved by the 3T MRI facility manager and will be used to disinfect the following:
 - All surfaces of the MRI system, peripheral devices, and console area after patient and animal contact/handling.
 - All surfaces of the prep room after animal contact/handling; including countertops, door handles, etc.
 - When using INTERvention™ disinfectant please ensure:
 - Gloves are donned before use.
 - Surface is pre-cleaned first with towelette, and second towelette is used to disinfect.
 - Solution remains in contact with the surface for 3 minutes after disinfection.
- The MRI suite and waiting areas must be cleaned in between scanning groups, with commonly used surfaces such as keyboards, phones, door handles with Accel INTERvention™ or equivalent.
- Severely soiled areas caused by mud, salt, etc. must be cleaned with an MRI safe broom and/or mop as soon as reasonably possible. Staff, participants, and students may be asked to bring indoor shoes or don bootie coverings.
- All garbage and recycling containers will be emptied by Western caretaking staff according to a schedule appropriate for each area.

b. Linens

- TIRF obtains linens provided by London Hospital Linen Service Inc (LHLS) accommodated through University Hospital (LHSC). The cart containing fresh linens can be picked up from the UH side of the 1ST floor Cuddy Wing link from Robarts.
- Used linens must be put in a soiled linen bag after patient use. Do not overfill the bags. Full bags should be dropped off at the same location as pickup listed above, for laundering.

c. Sharps

- Sharps are to be placed in an approved puncture-resistant autoclavable biohazard container. If syringes can be safely removed from their capped needle, they can be placed in the regular garbage.
- Full sharps containers require a RED or ORANGE “Waste Material for Incineration” sticker as well as the Material for Hazardous Waste Disposal Form. Stickers can be obtained from the Robarts Safety Officer.

d. Chemicals

- All chemicals need to be labelled with the investigator’s name and date received. A Material Safety Data Sheet (MSDS) must accompany all new chemicals and should be placed in the MSDS binder in the appropriate storage area or prep room. Chemicals are normally shipped with an SDS. If one is not included, they are available online through the company the chemical was ordered from.
- Chemical waste requires a WHITE “Hazardous Material for Disposal” sticker, as well as the Material for Hazardous Waste Disposal Form. Stickers can be obtained from the Robarts Safety Officer.

e. Glassware

- Waste glassware is to be placed in a “Broken Glass Disposal” container (available through VWR Canada) or equivalent sturdy container that is easily sealed for disposal. A full box must be taped shut and placed in the dumpster outside of Robarts loading dock.

f. Biohazardous Materials

- Any item that contains biological material (animal or human) is considered biohazard material i.e., gloves, paper towel, alcohol swabs, cotton-tipped applicators, catheters, IV lines; and should be disposed of using an ORANGE biohazard bag. Bags are provided by the 3T MRI facility manager.
- Full bags are to be sealed with tape, and must include a contact name, phone number and room number. Full bags are taken to the Autoclave Area, Room 0283, in the basement of Robarts.

- Refer to the “[Hazardous Materials Management Handbook](#)” provided through Western for more information. Specific questions regarding Biohazardous Materials should be directed to the Robarts Safety Officer.