



Standard Operating Procedure: PIRC-SOP-500.02

Cleaning and Decontamination Procedures

Location: Preclinical Imaging Research Centre, Room 3232

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1. Introduction

- 1.1. Robarts Preclinical Imaging Research Centre (“PIRC”), located on the third floor of the Robarts Research Institute, houses specialized Micro-Ultrasound (Micro-US), IVIS Bioluminescence (BLI) and Fluorescence imaging system, and Micro-Computed Tomography (Micro-CT) equipment for high resolution *ex vivo* imaging of biological specimens, and *in vivo* imaging of small animals.
- 1.2. In addition, the PIRC houses a dedicated surgical suite for small animal manipulations and surgical interventions.
- 1.3. The PIRC is a shared core facility designed for simultaneous use by multiple groups performing scientific studies involving the use of research animals and specimens.
- 1.4. In order to maintain a clean working environment for all PIRC users it is imperative that all personnel adhere to the PIRC SOPs and incorporate these procedures in the performance of research studies, and training of personnel.
- 1.5. The purpose of this document is to describe the regular cleaning and decontamination procedures for any work performed in the PIRC.
- 1.6. While working in the PIRC, it is each person's responsibility to clean up and decontaminate their work area after each use in accordance with this SOP. Daily, Weekly, Monthly, and Annual cleaning procedures have been established by the PIRC Users Committee and will be performed by designated personnel.
- 1.7. These procedures are put in place to protect the integrity of the entire PIRC. Failure to adhere to the following procedures will result in suspension of access rights.

2. Animal Procedure Areas

- 2.1. Procedure Areas include counter tops, imaging equipment beds, surgery tables, and any surfaces that research animals may contact during animal preparation, surgical intervention, or imaging sessions.
- 2.2. Each Procedure Area must be wiped down with Quatricide®PV before and after each animal comes in contact with them.
- 2.3. In addition, the area surrounding the Procedure Area should be swept to remove any fallen animal bedding, feces or debris, on completion of any animal procedure.

NOTE: Daily, Weekly, Monthly, Annual Cleaning procedures will be performed by designated personnel.

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3. Daily Cleaning

- 3.1. In addition to the cleaning and decontamination procedures outlined for animal procedure areas (Section 2 above), upon completion of daily work in the PIRC the rooms are to be cleaned as follows. This includes the main Micro-CT, Micro-US lab areas, Ultra Micro-CT room, Animal Surgery and Prep room, and the computer workstation area.
- 3.2. Floor should be swept and debris emptied into garbage can.
- 3.3. Floor should be mopped with a 10% bleach solution.¹
- 3.4. Animal racks should be physically moved from their normal location, the floor under the racks should be swept and mopped underneath.
- 3.5. Garbage should be emptied daily as provided in Section 2.
- 3.6. See Appendix 1 for user's daily cleaning record.

4. Weekly Cleaning

- 4.1. In addition to the daily cleaning procedures, once weekly the following will be included:
- 4.2. All sinks – scrubbed clean using Ajax or equivalent
- 4.3. All shelves – wiped down with Quatricide®PV
- 4.4. All garbage cans - wiped down with Quatricide®PV
- 4.5. Animal holding rack - run through the cage washer in the Barrier Facility or wiped down with Quatricide®PV.
- 4.6. Any utility carts holding supplies - wiped down with Quatricide®PV
- 4.7. Biological Safety Cabinets – wiped with Quatricide®PV, including the area under the work surface (by lifting out the air intake grille), and the bars underneath workstation.
- 4.8. All glass surfaces – wiped clean with Windex® or equivalent.
- 4.9. All chairs and/or stools – wiped down with Quatricide®PV.
- 4.10. All room garbage cans should be emptied as necessary.
- 4.11. See Appendix 2 for weekly cleaning record.

Commented [KK1]: Recommend moving this point ahead of point 4.4 so that the garbage is emptied and then the container is wiped.

5. Monthly Cleaning

- 5.1. In addition to daily and weekly cleaning procedures the following will be included:

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- 5.2. All floors will be scrubbed clean using PRL-Grease Free or equivalent.
- 5.3. All mop heads will be sent to the Soiled Workroom to be washed and autoclaved.
- 5.4. All ceiling grates will be sprayed down with Quatricide®PV
- 5.5. See Appendix 3 for monthly cleaning record.

6. Annual Cleaning

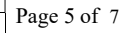
- 6.1. In addition to daily, weekly, and monthly cleaning procedures the following will be included:
- 6.2. All Biological Safety Cabinets will be cleaned out and have their HEPA filters sterilized and certified by a licensed professional.

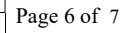
7. Revision History

Version Number	Date	Changes	Author
SOP#500	June 15, 2011	Initial version	Hemanth Varghese, PhD
PIRC-SOP-500.02	Oct 15, 2024	Included: IVIS machine, cleaning records, appendixes, PIRC logo. Renamed. SOP#500 as PIRC-SOP-500.02, etc.	Joseph Umoh, PhD

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11. Reference

1. Western University **Biosafety Guidelines and Procedures Manual For Containment Level 1 & 2 Laboratories**, Section 6.2: Containment Level 2—Physical and Operational Requirements. Approved by Biosafety Committee, October 2019. Available from: https://www.uwo.ca/hr/form_doc/health_safety/doc/manuals/biosafety_manual.pdf 20 September 2024.

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