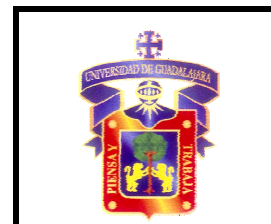


date:

18.11.2008

# Operating Instruction

## Hygiene Plan



### Daily

#### Wipe Colour Code:

yellow: cell culture  
blue: molecular biology  
red: general equipment  
green: wall, door, window

- **Working area:** Before and after working
  - cleaning with water and detergent if indicated
  - additionally disinfect with 70 % EtOH (🔥) for 1 min
  - Do NOT use CHLORINATED agents
- **Contaminated equipment:**
  - disinfect and clean immediately with non-corrosive disinfectant (70 % EtOH (🔥) for 1 min)
- **Biological Safety Cabinet:** Before and after working, after a contamination
  - before: disinfect working area with 70 % EtOH (🔥), sterilise by UV radiation for 10 min (☀-)
  - after: disinfect working area with 70 % EtOH (🔥)
- **Hands:** Before and after working, after a contamination
  - before: wash with antibacterial soap, disinfect with 70 % EtOH for 30 s (🔥)
  - after: disinfect with 70 % EtOH for 30 s (🔥), wash with antibacterial soap, put cream

### Weekly

- **Floor:**
  - clean and disinfect with sodium hypochlorite (e.g. Bref, 🧼) 2 % in water (10 ml in 5 l)
- **Autoclave:**
  - change residual water with fresh *A. dest.*
- **Clothes:**
  - towel & wipes: washing in washing machine

### Monthly

- **Gel electrophoresis and documentation area** (Ethidium bromide ☠ or acrylamide ☠)
  - cleaning with water and detergent. Use gloves!
- **Air condition filters**
  - rinse water to eliminate dust, sterilise by dunking into 70 % EtOH (5 min), dry completely
- **Protective clothes** e.g. laboratory coat
  - washing in washing machine. Sterilise by autoclaving before washing, if indicated (☠)

### Every 3 Month

- **Biological Safety Cabinet, Shaker, Incubator:**
  - disinfect completely with non-corrosive disinfectant, e.g. 70 % EtOH (🔥) for 1 min

### Every 6 Month

- **Centrifuge, Refrigerator, Autoclave, Extraction hood:**
  - clean with water and detergent
  - disinfect with non-corrosive disinfectant, e.g. 70 % EtOH (🔥) for 1 min