



# Forensic Biology Section

## Laboratory Cleaning

### 1. **Scope**

- 1.1. Laboratory cleaning and decontamination is paramount in assuring the reliability of DNA analysis results. The activities described serve as a minimum requirement for cleaning and decontaminating laboratory facilities in which specimens containing DNA are prepared and analyzed.

### 2. **Safety**

- 2.1. Treat all surfaces as potentially contaminated with infectious material, following Universal Precautions.
- 2.2. Gloves and laboratory coat must be worn when handling evidence items.

### 3. **Daily Activities (as needed)**

- 3.1. Restock consumables, reagents, etc. in hoods, drawers, and benchtops.
- 3.2. Check temperatures in refrigerators and freezers.
- 3.3. Restock worksheets.

### 4. **Weekly Activities**

- 4.1. Clean used glassware.
- 4.2. Pick up common areas of the laboratory, wipe down benchtops, and change sticky pads.
- 4.3. Wipe inside of hoods with 10% bleach solution.
- 4.4. Wipe pipettes with 10% bleach solution.
- 4.5. Mop PCR lab floors with 10% bleach solution (dedicated mops and buckets should not be removed from labs that have amplified DNA).

### 5. **Monthly Activities**

- 5.1. Prepare fresh 10% bleach solution for bleach baths and squirt bottles (on countertops and in hoods).
- 5.2. Wipe down the items in each hood and the interior work surface in the biosafety hoods (including underneath the work surface).
- 5.3. Flush emergency eye washes.
- 5.4. Temperature verification test on thermal cyclers.
- 5.5. Calibration of UV-crosslinkers.
- 5.6. Wipe down/disinfect the following instruments:
  - Balances.
  - Centrifuges.
  - Thermomixers/Incubators.
  - Hot Plates/Stirrers.
  - Thermal cyclers.



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### 6. Quarterly Activities

- 6.1. Temperature uniformity test on thermal cyclers.
- 6.2. Temperature verification test on thermomixers.
- 6.3. Change Pre-filters on PCR Workstation.

### 7. Semiannual Activities

- 7.1. Clean the inside of freezers (except walk-in) and refrigerators with a 10% bleach solution.
- 7.2. Dispose of all outdated reagents and unnecessary specimens.

### 8. Annual Activities

- 8.1. Send pipettes to outside vendor for calibration.
- 8.2. Send temperature verification thermometer to outside vendor for calibration.
- 8.3. Calibration of biosafety hoods by outside vendor.
- 8.4. Preventative maintenance on genetic analyzers by manufacturer.