

SOP Number :	400.03
Title :	Decontamination and Waste Disposal Procedure

Revision Chronology			
Version Number	Effective Date	Review Date	Reason for Change
400.01	August 3, 2021	January 21, 2022	Initial Version
400.02	January 24, 2022	July 14, 2022	Facility Name Change
400.03	August 11, 2022		Updated Policies for ACC Approval

 Director Signature

 Date

1. Scope

This SOP describes the procedure for decontaminating imaging equipment and objects that encounter (or as a result of handling) animals or humans after use of the CenTRI equipment.

2. Procedures

a. General

- The CenTRI equipment must be decontaminated after each use involving animals or humans regardless of the experimental apparatus used to perform the study.
- All experimental equipment and devices must be returned to its original storage location at the completion of each study or procedure. This includes coils, formers, foam pieces, positioning aids, monitoring devices, tape, etc.
- A housekeeping checklist is posted in each of the 1st floor CenTRI suites to comply with Animal Care Committee recommendations for record keeping and must be completed after each animal experiment. This can be accessed using the following website <https://forms.office.com/r/zkyi9VkYxn>, scanning the QR code below, or the the labelled QR code at the operators' console.



Figure 1: CenTRI Housekeeping Log

- Empty animal cages must be returned to the originating facility for cleaning and bedding disposal.
- Properly packaged, labelled and documented waste (sharps, fixed tissues, chemicals) can be taken directly to Robarts Loading Dock every Thursday morning at 9:25am.

b. Decontamination

- CaviWipes® disinfectant has been approved by the CenTRI facility manager and will be used to disinfect all surfaces of the radiographic imaging system, peripheral devices, and

console area after patient and animal contact/handling.

- When using CaviWipes® disinfectant please ensure:
 - Gloves are donned before use.
 - Surface is pre-cleaned first with a CaviWipe towelette, and second towelette is used to disinfect.
 - Solution remains in contact with the surface for 3 minutes after disinfection.
- CenTRI operator consoles (i.e. keyboards, phones, door handles) must be cleaned between scanning groups and patients
- Severely soiled areas caused by mud, salt, etc. must be cleaned with a 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.

c. Sharps

- Sharps are to be placed in an approved puncture-resistant autoclavable Biohazard container.
- 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 Western Safety and Wellbeing office, SSB 4159.

HAZARDOUS MATERIAL FOR DISPOSAL	
NAME OF CONSTITUENT(S)	% TOTAL CONTENT

PRINCIPAL HAZARD(S): _____

In the event of an emergency, please call:

Research Director: _____

Phone Number: _____

Location of Lab: _____

Date: _____

Figure 2: Sticker required for sharps containers

d. 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) should be disposed of using a RED biohazard bag. Bags can be obtained in the CT or angio suite.
- 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.
- The principal investigator will be responsible for biohazardous waste generated during their experiment.
- Refer to the “Hazardous Materials Management Handbook” provided through Western for more information. Specific questions regarding Biohazardous Materials should be directed to the Western Safety and Wellbeing office, SSB 4159.