



FOOD SAFETY LAB / MILK QUALITY
IMPROVEMENT PROGRAM

Standard Operating Procedure



Title: **Laboratory Cleanliness and Safety Audit**

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SECTION 1 INTRODUCTION

1.1 Purpose

The purpose of this document is to set forth standard guidelines for performing a laboratory audit.

1.2 Scope

This SOP applies to the Food Safety Lab, including the Laboratory for Food Microbiology and Pathogenesis of Foodborne Diseases and the Milk Quality Improvement Program.

1.3 Definitions

1.4 Safety



SECTION 2 MATERIALS

- **Laboratory Audit Checklist:** This is located in Appendix A of this document.
- **Previous Laboratory Audit Checklist report** <\\cornell.edu\ag\FOOD\FOOD-Labs\BoorWiedmannLab\LAB STUFF\Clean Team Audit Reports>
- **Computer**
- **Laboratory Responsibilities List**
(<https://cornellprod.sharepoint.com/:x:/r/sites/CornellFSL-MQIP/Shared%20Documents/General/LabResponsibilities.xlsx?d=w6f644dad5e8d4f0c8df288cdb6d8ca10&csf=1&web=1&e=sElw7F>)



SECTION 3 PROCEDURES

3.1. Laboratory Audit Schedule

1. The laboratory audit schedule will be emailed to the lab by the person who is assigned this duty on the Lab Responsibility Sheet
2. Lab members in groups of 3-5 will be assigned weeks to perform the lab audit on a rotating basis

3.2. Preparation for laboratory walk-through audit

1. Print the previous Clean Team Audit report from the network drive:
<\\cornell.edu\ag\FOOD\FOOD-Labs\BoorWiedmannLab\LAB STUFF\Clean Team Audit Reports>
2. Print the previous Clean Team Audit email.
3. Print the walk-through checklist in Appendix A.

3.3. Laboratory Audit Procedures

1. Review the email and report of the previous Clean Team Audit. **You must ensure that all issues in the previous report have been resolved/addressed.**
2. Minor issues that can be quickly resolved (e.g., dried petri plates in the incubators, razor blade on the bench, etc.) **must be corrected immediately by the audit team. Include the issue in the report and mention that it was resolved.**
3. Perform the lab walk-through inspection using the checklist in Appendix A. Pay attention to the following issues:
 - a. Food items in the lab are clearly labeled "**for research only, not for consumption**".
 - b. Containers are clearly [and correctly] labeled (i.e., contents, the date, initials, or netID).
 - c. Flammable-containing solutions are placed on the main bench (not on the selves) and are clearly labeled.
 - d. BSL bins are not overflowing with waste. Bags must be removed when they are two-thirds filled.
 - e. Sharps are correctly stored (i.e., 'razor blades' need to be stored in a petri dish; they should not be lying on the bench top).
 - f. Lab drawers/cabinets and incubators must be opened during the inspection. Make sure that everything is labeled correctly.
 - g. No syringes or needles should be stored in drawers. Syringes or needles should always be under lock and key.



- h. Waste flasks in the tissue culture hood and chemical hoods are clearly labeled (waste contents, the date, and initials).
- i. Containers of chemical wastes in the chemical hoods are placed in a secondary container and labeled correctly.

3.4. Steps after the laboratory walk-through audit

1. Fill in the Clean Team Audit report and save a copy at <\\cornell.edu\ag\FOOD\FOOD-Labs\BoorWiedmannLab\LAB STUFF\Clean Team Audit Reports>
2. Email the Clean Team Audit report and the related comments/pictures to the FSL Suite group FOODSAFETYSUITE-L@list.cornell.edu
3. For specific issues (e.g., water bath cleaning, freezer defrosting, etc.) email the responsible persons (both the primary and secondary) according to the responsibilities list at [LabResponsibilities.xlsx](#) and cc the person responsible for general lab inspection (currently Ahmed at ag67@cornell.edu). One person from the team that finds the issue needs to make sure the issue is resolved.
4. For issues in the previous audit report that were not resolved, email the previous audit team and cc the person responsible for general lab inspection (currently Ahmed at ag67@cornell.edu).



SECTION 4 TROUBLESHOOTING

SECTION 5 REFERENCES

SECTION 6 METHOD VERSION & AND CHANGES

VERSION	DATE	EDITOR	COMMENTS
Version 1	5/19/2020	Rachel E.	Original SOP
Version 2	11/06/2023	Ahmed G.	Overall update
Version 3			



SECTION 7

APPENDIX A

Weekly Lab Audit			
TEAM:			DATE:
COMMON AREAS FOR AUDIT	Meets Requirement	Non Compliance	ACTION TAKEN/COMMENTS/FOLLOW UP NEEDED?
Q-count area: Is the bench free of clutter? Q-count covers on? Computers off?			
Tissue Culture Lab (350D): Are the biosafety cabinets free of clutter? Are the lights and blowers off if not in use?			
Electrophoresis area: Does the bench paper need changed? Is the bench free of clutter?			
Sequencing prep bench: Are there outdated reagents? Is the counter free of clutter?			
PCR Tube Racks: Are there racks to decontaminate?			
Gel imaging room (350B): Does the trash need emptied? Is the counter free of clutter?			
RNA room (358B): Is the bench free of clutter?			
Autoclave Room (352D): Is there trash to dispose of? Are spent cultures ready to autoclave?			
DNA isolation bench: Are there outdated reagents? Is the counter free of clutter?			
Bioanalyzer room (352C): Is the bench free of clutter?			
Computer area (354): Does the paper need to be recycled? Are the workstations tidy?			
Cold rooms (354C & 354D): Is the room tidy?			
Nanodrop area (354B): Are there outdated reagents? Is the counter free of clutter?			
Spiral Plating Bench: Are there outdated reagents? Is the counter free of clutter?			
Incubators (356C): Are there forgotten cultures present? Are cultures properly labeled?			
PCR/Ribotyping/Real Time Room (356D): Are there outdated reagents? Is the bench free of clutter?			



Spec room (352C): Is the bench free of clutter?			
PCR prep room (358B): Is the bench free of clutter?			
Package Receiving Area: Are boxes broken down? Is there stock to put away?			
Freezer Room (355): Is the room tidy?			
Benches: Are reagents, cultures, etc. properly labeled? Are there outdated reagents?			
BSL Waste: Do the bins need emptied? Does autoclaved waste need to be taken to the dumpster? Can waste be autoclaved?			
Recyclables: Are boxes broken down? Does the tip box recycling need to be emptied?			
Water Baths & Centrifuges: Are they clean?			
Fume Hoods (350C, 352C, 354B, & 356B): Are the hoods free of clutter? Are the hood sashes closed?			
REQUIRES FOLLOW UP:	Issues needing follow-up should be reported to the Lab Manager		