



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.
- **Computer**



SECTION 3 PROCEDURES

3.1. Laboratory Audit Schedule

3.1.1. The laboratory audit schedule will be emailed to the lab by the person who is assigned this duty on the Lab Responsibility Sheet

3.1.2. Lab members in groups of 3-5 will be assigned weeks to perform the lab audit on a rotating basis

3.2. Laboratory Audit

3.2.1. Each week 3-5 lab members will perform a lab walk-through and will follow the checklist in Appendix A.

3.2.1. The Audit Team is also responsible for sanitizing PCR racks each week and for helping the Media Room Team move autoclaved BSL-1 trash to the dumpster

3.2.2. Any infractions found should be reported to the Lab Manager.

3.2.3. An email should be sent to the lab with the checklist attached and a brief description of what was found

3.2.3.1. The checklist should also be saved on the network drive under:
BoorWiedmannLab> LABSTUFF > Clean Team Audit Reports



SECTION 4 TROUBLESHOOTING

SECTION 5 REFERENCES

SECTION 6 METHOD VERSION & CHANGES

VERSION	DATE	EDITOR	COMMENTS
Version 1	5/19/2020	Rachel E.	Original SOP
Version 2			
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Sequencing prep bench: Are there outdated reagents?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		