

## Central Sterilization Services After Hours Autoclave Use Guidelines

The Faculty of Medicine maintains two autoclaves for use during the hours of 4pm – 7am. These units are to be used in the case of URGENT STERILIZATION needs that cannot be met by the main CSS facility (MSB 4179) during regular working hours.

### *1.0 Training*

The use of the after-hours autoclaves in the Medical Sciences Building (MSB) is restricted to research personnel who have completed online training through EHS (course numbers 101 and one of 601 or 615) as well as in-person orientation and training. This practical training is provided by the CSS Manager on a regular basis and annual refreshers are required.

### *2.0 Access and Location*

Once training has been completed, the CSS Manager will provide documentation to the user such that keyfob and PIN code access can be granted by their department. The after-hours autoclave units are located in MSB 3331 (keyfob access) and MSB 7331 (PIN code access). Access is monitored by the CSS Manager and can be revoked if there is indication of misuse of the autoclaves.

### *3.0 Sterilization and Loading Parameters*

Each after-hours autoclave is programmed with 2 sterilization cycles: One for dry goods (pipette tips, microfuge tubes, culture tubes, etc.) and one for liquid media/reagents. Both cycles include a 15-minute sterilization time at 121°C. Research personnel will not have access to alter cycle parameters.

All items to be autoclaved will be loaded inside metal trays (to be provided by the research personnel) such that any overflows are captured and do not contaminate the autoclave. Maximum load size will be outlined during training and reminders will be posted by the units. These standardized loads will be validated annually by CSS staff. CSS cannot ensure proper sterilization will be achieved if maximum load size is exceeded.

During unloading of the autoclaves, research personnel are required to provide and utilize appropriate PPE (heat resistant gloves, lab coat).

### *4.0 **Acceptable Items** for After-Hours Sterilization*

- Small amounts of clean laboratory dry goods (pipette tips, culture tubes, centrifuge tubes, clean glass pipettes etc.)
- Small amounts of fresh liquid culture media or reagents

### *5.0 **Prohibited Items** for After-Hours Sterilization*

- Chemicals that are not compatible with autoclaving (i.e. create hazardous conditions)
- CL1 or CL2 laboratory waste
- Lab coats or other laboratory laundry
- ANY items known to be contaminated by laboratory biologic agents