NEW AUTOCLAVING PROTOCOL
The teaching lab technicians will be responsible for ALL autoclaving between 9:30am-5:30pm. The deadline for the autoclave drop-off is 3:00PM (pending quantity). If you wish to have your items sterilized, please follow these steps:

1) Fill out the online google doc under the “Autoclave Schedule” tab (you will need to create a google email to edit the schedule:

https://docs.google.com/spreadsheets/d/1eUak74TEJ22L12EtJMq-xZeJqcM-8Fp7ipTyrVOFW4/edit?usp=sharing

2) Fill out the “Autoclave Drop-Off Form” to leave with your items
3) Place your items in a SOLID secondary container (at least 10cm in height) on a cart and leave your cart in the Autoclave Drop-Off areas inside Room 3200A or outside Room 3234 in the West Wing.
4) Once your items are autoclaved, the technicians will contact you via email/phone left on the “Autoclave Drop-Off Form”
5) Pick up your items from the Autoclave Pickup area (next to the drop-off area)
6) Items must be picked up within 24hrs.

Ensure your items are properly assembled for autoclaving:
- Name on bottles and solutions identified
- Autoclave tape present
- Solid secondary container at least 10cm in height with LAB NAME
- Less than 15lbs
- Caps are loose and volumes don’t exceed 75% capacity

NEW AUTOCLAVING PROTOCOL for 8:00-9:30AM

Provided you have been trained on the autoclaves and have completed the necessary safety courses (please message Joanne Denny if you need training: denny@zoology.ubc.ca)

1) Fill out the online google doc under the “Autoclave Schedule” tab and include which autoclave you will be using (you will need to create a google email to edit the schedule:

https://docs.google.com/spreadsheets/d/1eUak74TEJ22L12EtJMq-xZeJqcM-8Fp7ipTyrVOFW4/edit?usp=sharing

REMINDERS:
- If autoclaves in the same room are booked at the same time, please limit the number of people in the room to 1 person at a time.
• Please wipe down the screen with a paper towel sprayed with 80% ethanol. DO NOT spray the 80% ethanol directly onto the autoclave touch screen as this may cause damage.
• Please fill out logbook and notify Jessica Trat and the technician on duty if they are any errors on autoclave
• If your load will finish after 9:30am, the technician will take it out and leave in the drop-off area (make sure to fill the google doc before running your load)

**BIOLOGICAL WASTE PROTOCOL**

Please note that technicians will autoclave all waste and dispose of RG1/RG2 waste. They will autoclave but NOT dispose of any GREEN bin waste (ex. soil). Please contact Wes for Green Bin disposal at Beaty. Non-hazardous ANIMAL waste protocols will remain unchanged.

1) Follow the autoclave procedure above and ensure bagged waste is not tightly closed (leave opening at least 3 fingers wide)
2) Technicians will zip tie your waste bag once it is sterilized. Please pick up your waste WITHIN 24HRS and prepare it for disposal
   - Double bag (or triple bag) to ensure waste doesn’t leak
   - Attach completed Red Biological Waste Tag with Generator Barcode
3) Place properly labelled Biological Waste in RED ULINE BINS located in Autoclave Drop-Off/Pickup area. DO NOT place any SOIL or ANIMAL waste in these bins.

If you have any questions, please contact Joanne Denny (denny@zoology.ubc.ca) or Mindy Chow (mchow@zoology.ubc.ca)