

Public Health, Environmental and Agricultural Laboratory
3 Schwarzkopf Drive
Ewing, NJ 08628

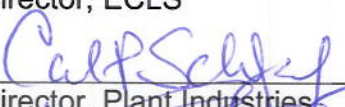
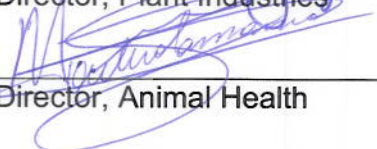
Housekeeping Policy

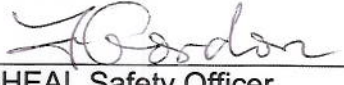
Version #: 1.0

Effective Date: _____

Retired Date: _____

Approved By:

Required ☒	 Director, PHLS	<u>6-19-12</u> Date
☒	 Director, ECLS	<u>6/19/12</u> Date
☒	 Director, Plant Industries	<u>6/14/12</u> Date
☒	 Director, Animal Health	<u>6/13/12</u> Date

Required ☒	 Director, PHEAL	<u>5-18-12</u> Date
☒	 PHEAL Administrator	<u>6/18/12</u> Date
☒	 PHEAL Safety Officer	<u>6/7/12</u> Date
☒	 Assist. Director, Animal Health/ Laboratory Director	<u>6/13/12</u> Date

Annual Review By:

☐	Director, PHLS or designee	Date
☐	Director, ECLS or designee	Date
☐	Director, Plant Industries or designee	Date
☐	Director, Animal Health or designee	Date
☐	Director, PHLS or designee	Date
☐	Director, ECLS or designee	Date
☐	Director, Plant Industries or designee	Date
☐	Director, Animal Health or designee	Date

☐	Director, PHEAL or designee	Date
☐	PHEAL Administrator or designee	Date
☐	PHEAL Safety Officer or designee	Date
☐	Director, PHEAL or designee	Date
☐	PHEAL Administrator or designee	Date
☐	PHEAL Safety Officer or designee	Date

State of New Jersey
Public Health, Environmental and Agricultural Laboratories
3 Schwarzkopf Drive, West Trenton, NJ 08828

SOP No: PHEAL-	Subject: Housekeeping Policy		
Attachments: [] Y [X] N Version: 1.0	Author: Kevin Jennings, PHEAL Advisory Committee	Effective Date: 05/18/2012	Date: 01/26/2012

Purpose

The purpose of this Housekeeping Policy is to inform all employees of the housekeeping requirements the Public Health, Environmental and Agricultural Laboratories and to distinguish those housekeeping activities to be performed by PHEAL staff members from those to be performed by support contractors.

Responsibilities/Compliance

All: PHEAL occupants and their visitors are responsible for adhering to this policy as defined for each group.

Service Directors/Program Managers: are responsible for ensuring that their assigned staffs are adhering to this policy.

Safety Officer: Any breach in safety practices relating to non-compliance of this policy is brought to the awareness of the Safety Officer. The Safety Officer is responsible for the resolution of such problems and ensuring that the problem does not reoccur.

Policy

Housekeeping is a broad term that refers to the routine cleaning and upkeep of the workplace.

Housekeeping will be incorporated into all processes, operations and tasks performed in the NJPHEAL. Each employee and contractor must understand that housekeeping is an integral part of his/her job and not merely a supplement to work s/he already performs.

Housekeeping is a shared responsibility of all laboratory employees, administrative staff, contractors, vendors and visitors. Good housekeeping practices reduce injuries and accidents, improve morale, reduce fire potential and can make operations more efficient. Housekeeping activities are not only critical to the successful implementation of the PHEAL Integrated Pest Management Plan they are essential for compliance with Occupational Safety and Health Administration (OSHA) Regulations and Standards: 29 CFR 1910.22.

OSHA requirements include:

- All places of employment, passageways, storerooms and service rooms must be kept clean and orderly and in a sanitary condition;
- The floor of every workroom must be maintained in a clean and dry condition;
- Aisles and passageways must be kept clear and in good repair.

Under no circumstances will housekeeping staff be requested or required to be responsible for the cleanup of any chemical or biological spill.

Process/Procedure

In order to ensure that proper housekeeping is maintained throughout PHEAL, a continuous process involving administrative staff, laboratory staff, Central Services staff, and contract custodial staff is required.

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Under no circumstances are ammonium based products (Lysol any form, Clorox wipes, etc.) to be used in PHEAL (the ammonia containing products interfere with ECLS testing). The approved disinfectants are: 10% bleach, Amphyll, and diluted (7-8%) H2 Orange 2 concentrate.

Laboratory staff members are responsible for performing the following functions inside their laboratories:

- Removal of contaminated waste (yellow can), regulated medical waste (red can), and recyclable waste materials (blue bin) on an as needed basis. These materials are to be segregated and bagged according to the directions set forth in the Laboratory Waste Management Guidelines document. Replacement of the can liners and cleanliness of the cans is the responsibility of laboratory staff members.
- Daily disinfection of all work surfaces that are reasonably anticipated to possess contamination. Selection of appropriate disinfectant is predicated upon a risk assessment.
- Daily cleaning of labware (e.g., reusable glass and plastic items) that does not need to be cleaned by Central Services.
- Immediate removal of all materials from pathways of egress and foot traffic through the laboratory.
- Regular removal of dust and miscellaneous debris from horizontal equipment surfaces and those casework surfaces that do not receive frequent use.
- Lab coats must be hung on lab coat racks at the end of business daily and when not in use. Lab coats are not to be hung over chair backs.
- Placement of dirty glassware into appropriate collection points in the service corridor on a recurring basis throughout the day.
- Removal of items from the laboratory floor so that housekeeping contractor can sweep, mop and wax periodically (see below).
- Keep all work areas neat and organized.

Central Services staff members are responsible for performing the following functions:

- Collection of contaminated waste from the yellow collection bins in the service corridor on a daily basis. Autoclaving, verification of chemical indicators from the autoclave run and disposal of these materials on a daily basis. The biological indicators from autoclave runs are handled by Microbiology's Special Bacteriology and Sanitary Bacteriology units. The Microbiology staff documents the run, the lot numbers, dates, and results of the BI's. When the BI's have been accepted, an e-mail is sent to Central Services staff indicating that the autoclaved run may now be disposed of in regular trash.
- Collection of regulated medical waste from the red collection bins in the service corridor on a daily basis. Packaging, storage and cataloging of this waste prior to pick up by the service contractor that disposes of these materials.
- Collection of the recyclable materials from the blue bins in the service corridor on an as needed basis.
- Cleaning and maintenance of the yellow, red and blue waste collection bins in the service corridor.
- Cleaning and maintenance of waste containers in break areas and cafeteria.

Contract custodial staff will perform the following functions:

- The custodial staff is NOT responsible for cleaning nor trash removal in any designated BSL3 laboratory space (located on the 1st, 2nd, and 3rd floors)
- Trash removal and cleaning of horizontal and vertical surfaces in administrative and public access areas of the PHEAL, including break areas and the cafeteria where food is consumed and glass windows in the building entrance and main lobby area, on a daily basis
- Removal of administrative trash from the laboratories on a daily basis.
- Collect glass, plastic and paper recyclables from designated bins throughout the facility. Place large collection containers on loading dock for removal by recycle company.

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- Cleaning and resupply of all restrooms and locker rooms on a daily basis.
- Damp mopping of the service corridors and stairwells on a weekly basis.
- Dry sweeping of the laboratories and cleaning of door handles and switch plates in laboratories on a weekly basis.
- Damp mop of the laboratories using an appropriate cleaning agent that does not possess ammonia or amine-containing compounds every two weeks.
- Cleaning of both internal/external surfaces of laboratory windows as well as stripping/waxing of floors every six months on a date and time coordinated with the PHEAL Laboratory Designee.
- Cleaning of internal and external window surfaces for all external facing building windows every six months on at a date and time coordinated with the PHEAL Laboratory Designee.
- Deep cleaning of carpeted areas on an annual basis on a date and time coordinated with the PHEAL Laboratory Designee.

Warehouse Staff

- Periodic cleaning and sanitization of recycle bins and trashcans from break areas and cafeteria.

Special Considerations

Periodically walk-through surveys will be performed by the PHEAL safety officer to recognize, evaluate and control the hazards that may be created by the lack of proper housekeeping. The PHEAL safety officer will be accompanied by the NJDA safety liaison during the walk-through of the NJDA Animal Health and Plant Industry laboratories.

BSL-3 laboratory staff members are responsible for performing all housekeeping activities in their laboratory space. The housekeeping contractor will not be permitted to enter these spaces.

It is the responsibility of all employees, contractors, vendors and visitors to minimize marking, scarring, scuffing and smudging of the horizontal and vertical surfaces throughout the building. This involves a conscientious effort by all individual to avoid touching walls with dirty hands, scuffing floors with dark soled shoes, dragging heavy items that may damage tile floors and spilling food/beverage on carpets or hard surface floor.

Food

All food containers, including those housing hot and cold beverages, must be covered at all times when in transit. Food may only be consumed in break areas and the cafeteria. Food waste may only be disposed of in the appropriately designated waste cans located in the break areas and cafeteria. Food may only be stored in refrigerators specifically designated for food storage.

Food items, food containers and cosmetics are never permitted in the laboratory for storage or consumption.