Air Quality Research Division / Division de la recherche en qualité de l'air Analysis and Air Quality Section / Section des analyses et de la qualité de l'air

335 River Rd. Ottawa. ON K1A 0H3

Title: Housekeeping		Copy No: ##
SOP No.: 3.05/3.2/S	Effective Date: July 10, 2013	Location: ###

QSM Approval: _	
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# Housekeeping

#### 1. Introduction

The maintenance of a clean, safe workplace requires the participation of everyone working within the laboratory. The following procedures must be followed to ensure effective and satisfactory working conditions in the laboratory.

### 2. **Procedure**

- 2.1 Keep bench tops well organized, uncluttered and clean.
- 2.2 Keep solvent squeeze bottles in the fumehood or stored under the fumehood in cupboards when not in use.
- 2.3 Do not leave samples on bench tops overnight, store in the refrigerator.
- 2.4 Do not impede access to all equipment or supplies.
- 2.5 Minor spills of non-hazardous solid material are swept up using a broom.
- 2.6 Cleaning contractors will wash the floor as required.
- 2.7 A supply of clean paper towels and soap is maintained at each sink.
- 2.8 Individual workspaces are the responsibility of each person assigned to that area and should be kept clean and uncluttered
- 2.9 Report immediately to the supervisor of any conditions that are deemed unsafe and take proper corrective action.
- 2.10 The last person out at the end of the day is responsible for closing the lights and ensuring that all PCs and equipment are on standby mode unless actively processing samples &/or data.

#### **3. Revisions**

Removal of text in section 2.10 July 1999:

October 2001: New header added

June 2013: Reviewed by: Alison Walkey

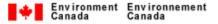
Text revised for clarity

**Lead Reviewer:** Alison Walkey

Title: Technologist, Organic Laboratory

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**Approved by:** May Siu

**Title:** Supervisor, Organic Laboratory



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