

SOP-E036

Operating the Biohazard Autoclave

Purpose: to autoclave biohazardous wastes

Procedure:

1. For autoclaving biohazardous wastes, use the large autoclave located in Hansen room 116.
2. Load the biohazard bags into the metal pans located next to the autoclave and place them on the bottom shelf of the autoclave cart located beside the autoclave.
3. Then place the biohazard boxes on the top shelf of the same cart.
4. Turn the locking wheel on the autoclave door counter-clockwise to unlock and open the door.
5. Push the cart toward the opening until it cart locks into the grooves at the bottom of the opening and lines up with the tracks in the autoclave.
6. Push down on the lever located below and to the left of the handlebar of the cart and simultaneously push the *tray into the autoclave. (*the tray is the upper portion of the cart that the biohazard bags and boxes are placed on)
7. Once the tray is completely in the autoclave, remove the wheel portion of the cart (the bottom portion) by pulling on the handle located at the bottom right of the handlebar. This should detach the hooks from the opening of the autoclave so that the wheel portion can be pulled away.
8. Place the wheel portion of the cart next to the autoclave.
9. Close the door to the autoclave and turn the locking wheel clockwise until it is fairly tight.
10. To start the autoclave cycle, press the button marked "liquids" at the top left of the machine. (The white knob at the top right should start turning and stop on the sterilize cycle, labeled "Ster.". If it does not, just manually turn the knob to that cycle)
11. There is a timer also located at the top of the autoclave. The number showing through the circle is number of minutes that the autoclave will be in the sterilization cycle.
12. Once the process has begun, the user may leave and should return after the time noted on the timer.
13. Most likely, the autoclave will be stuck in either the "slow exhaust" or "fast exhaust" stages when the user returns. Manually turn the knob until it reaches the "off" stage.
14. Being VERY CAREFUL (steam may seep out from the door), turn the locking wheel on the door counter-clockwise and open the door.
15. Push the wheel portion of the cart back to the autoclave and lock the hooks into the grooves of the opening.
16. Put on a pair of autoclave GLOVES (because the wastes will be VERY HOT) and pull the tray out from the autoclave, sliding it back onto the wheel portion of the cart.
17. Place the biohazard bags and boxes into the large brown boxes located next to the autoclave.
18. Again, pull the handle at the bottom right of the handlebar to detach the hooks from the grooves in the opening of the autoclave and return the cart next to the autoclave.
19. The boxes which contain the autoclaved wastes must have an autoclave paper attached to them. These papers are located in the file labeled "Biological Safety Program" kept in left drawer of Gretchen's desk. This page can also be printed off from the web at:
www.adpc.purdue.edu/PhysFac/rem/home/files/forms.htm Choose the PDF version of the form titled "Biomaterials Pick-up and Treatment Certification form" and print. After filling out this form, tape it to the boxes that contain the biohazard bags and boxes.

NOTE: the following is a typical example of how the biohazard sheet is filled out. Under certain circumstances, such as wastes containing human samples, the box marked "Category 1 Bio Waste" should be filled out instead.

Created by: Tina Anslinger, June 12, 2002

Verified by: _____ **Date:** _____
Print Name Sign Name