1. **Principle**

Standards and licensing require that TML equipment be cleaned regularly and maintained in good operating condition.

1. **Scope and Related Policies**
   1. Equipment used in the TML for the processing, testing, storage and distribution of blood products must be maintained and cleaned on a regular basis.
   2. Records of validation, calibration, preventive maintenance, repair and disposal must be retained for the life of the equipment plus five years. 9.1
   3. Equipment must be labeled to indicate calibration has been done and to indicate when recalibration is due. 9.1
   4. Equipment must be cleaned regularly and decontaminated if in contact with biological material. 9.1
2. **Specimen – N/A**
3. **Materials**

**Equipment:** Scheduled for cleaning and/or preventive maintenance.

**Supplies:** Non-corrosive Disinfectant Agent

Daily Temperature/Cleaning Record – Refrigerator (QCA.002F1)

Daily Temperature/Cleaning Record – Freezers (QCA.002F2)

Daily Temperature/Cleaning Record – Platelet Incubators (QCA.002F3)

Temperature Calibration of Waterbaths and Heating Blocks (QCA.006F)

1. **Quality Control – N/A**
2. **Procedure**

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| * 1. All Refrigerators and Platelet Incubators: | * + 1. The inside walls and the bottom shelves of each will be wiped clean with a non-corrosive Disinfectant Agent. To be done once monthly and documented on form QCA.002F1 - Daily Temperature/Cleaning Record Fridges and Incubators QCA.002F3 | |
| * 1. All Freezers: | * + 1. All freezers will be defrosted as required or as recommended in manufacturer’s instructions. | |
| * 1. A record of cleaning/defrosting will be maintained. Form QCA.002F2 | | |
| * 1. Waterbaths/Heating Blocks: | | * + 1. All waterbaths used to thaw blood components will be cleaned monthly (or as recommended by manufacturer) or sooner if blood component breakage occurs. |
| * + 1. Waterbaths/Heating Blocks used for serological testing will be cleaned monthly or as recommended by manufacturer. |
| * + 1. Document on form QCA.006F. |
| * 1. Benches & Equipment: | | * + 1. Standard procedures will be followed for the cleaning, stocking and maintenance of benches and equipment. |
| * 1. Pipettes: | | * + 1. Pipettes will be cleaned and calibrated every 6 months or as per manufacturer recommendations. If contamination occurs, the pipette must be cleaned and recalibrated prior to being placed back in use. |
| * + 1. Cleaning/Calibration must be documented. |
| * 1. All Equipment: | | * + 1. All equipment will be cleaned and disinfected before being sent out for repair/maintenance. See QCA.0016 – Cleaning and Disinfecting Equipment Before Sending Out for Repair or Maintenance. |

1. **Reporting – N/A**
2. **Procedural Notes – N/A**
3. **References**
   1. Standards for Hospital Transfusion Services Version3–February 2011. Canadian Society for Transfusion Medicine, 3.1.2, 3.1.4, 3.1.11, 6.6.9, Appendix A.
   2. IQMH Requirements and Guidance Information, December 2013, Version 6; IV
4. **Revision History**

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| **Revision Date** | **Summary of Revision** |
| September 1, 2015 | * Revised name of manual * Updated list of references to include most recent editions |