1. **Principle**

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

1. **Scope and Related Policies**

* 1. To be done as recommended by the manufacturer, monthly or sooner if required.
	2. Try to do as quickly as possible to avoid a large change in temperature.
1. **Specimen – N/A**
2. **Materials**

**Equipment:** Refrigerator

Platelet incubator or monitored room temperature storage area

**Supplies:** Non-corrosive Disinfectant Agent

Protective Gloves

 Daily Temperature/Cleaning Record - Refrigerators

 (QCA.002F1) or

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

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

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| * 1. Remove reagents and other components/products and place in available space in another monitored storage area of appropriate temperature. See Procedural Notes 8.1 and 8.2.
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| * 1. Wear gloves to protect your hands, as the disinfectant agent is irritating to the skin.
 |
| * 1. If there is a lot of spillage or dirt to remove, use a non-corrosive disinfectant agent.
 |
| * 1. Wipe out inside and outside with a non-corrosive disinfectant agent.
 |
| * 1. Replace contents of storage equipment when temperature is within acceptable range and has been stable for at least one hour.

If the alarm goes off on the equipment as you clean it, record on refrigerator recording chart or form, "Cleaning" at the appropriate day and time.  |
| * 1. Record cleaning on QCA.002F1 or QCA.002F3.
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1. **Reporting – N/A**
2. **Procedural Notes**
	1. Inform off-site location that alarm may go off due to cleaning prior to starting procedure.
	2. Make a written comment on the temperature chart of cleaning and that all products were removed. Make a comment also when products replaced.
3. **References**
	1. 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
* Incorporated QCA 017 into procedure to avoid duplication
* Revised section 6.0
* Updated list of references to include most recent editions
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