1. **Principle**

For the protection of repair/maintenance personnel all equipment from the TML must be cleaned and disinfected prior to the equipment being maintained or repaired by individuals other than TML personnel.

1. **Scope and Related Policies**
	1. Before sending any equipment out for maintenance/repair, it must be thoroughly cleaned to remove any blood or plasma and disinfected with a non-corrosive disinfectant agent.9.1
	2. This cleaning/disinfecting must be recorded on the appropriate form, or on the form supplied by the service provider.
	3. When using a non-corrosive disinfect or bleach always wear protective gloves.
	4. Out of service equipment must be labelled.9.1
2. **Specimen – N/A**
3. **Materials**

**Equipment:** To be repaired or maintained

**Supplies:** Non-corrosive Disinfectant Agent

 Protective Gloves

 Bleach

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

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| All equipment that is malfunctioning or in need of repair must be labeled ‘Out of Service’. |
| * 1. Waterbaths:
 | * + 1. Unplug waterbath.
 |
| * + 1. Remove racks and thermometer.
 |
| * + 1. Wipe with a non-corrosive disinfectant agent and store.
 |
| * + 1. Remove water by suction into trap jar and discard down sink.
 |
| * + 1. Wipe inside and outside with a non-corrosive disinfectant agent, rinse inside with distilled water and dry.
 |
| * 1. Heating Blocks
 | * + 1. Remove the heating blocks (if possible) from the dry bath chamber and soak in warm soapy water for approximately 5 minutes.
 |
| * + 1. Clean holes with spiral brush.
 |
| * + 1. Rinse in clear water.
 |
| * + 1. Turn upside down on paper towels to drain.
 |
| * + 1. Allow to dry thoroughly.
 |
| * + 1. Return blocks to dry bath chamber.
 |
| * 1. Centrifuges:
 | * + 1. Wipe out with cloth dampened with a non-corrosive disinfectant agent.
 |
| * 1. Automatic Pipettes:
 | * + 1. Soak tips in a non-corrosive disinfectant agent for 5 minutes.
 |
| * + 1. Blot on absorbent paper.
 |
| * + 1. Ensure that outer casing is free of blood/plasma splashes by wiping with a non-corrosive disinfectant agent soaked cloth.
 |
| * 1. Cell Washers:
 | * + 1. Wipe inside and outside with a non-corrosive disinfectant agent.
 |
| * 1. Other:
 | * + 1. Any non-metallic articles, which may have been in contact with biohazardous substances, should be disinfected with bleach.
 |
| * + 1. Any metallic articles, which may have been in contact with biohazardous substances, should be disinfected with a non-corrosive disinfectant agent.
 |
| * 1. The cleaning/disinfecting must be recorded on the appropriate form for the equipment.
 |

1. **Reporting – N/A**
2. **Procedural Notes – N/A**
3. **References**
	1. IQMH Accreditation Requirements and Guidance Information, December 2013, Version 6; IV.16.1; X.H.7
	2. Standards for Hospital Transfusion Services v3 February 2011. Canadian Society for Transfusion Medicine. 3.1.11; 3.1.2
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
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