



SOP 1 – Hygiene & Disinfecting Equipment

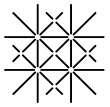
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Purpose

This document is part of the Emergency Operation Plan of the DBE and describes the Standard Operation Procedure (SOP) to maintain hygiene in labs and workshops, especially when they are used by several people.

Document history

- 25.3.2020 New, V1.0: DBE-SOP1-disinfection.docx
- 29.3.2020 Section about Tracking-System added.



1 Scope

This SOP only covers the rooms and equipment, including servers, at the site of the Department of Biomedical Engineering in Allschwil at Gewerbestrasse 12-16, ground floor, 3rd floor and 4th floor. Research Groups operating only from the University Hospitals (USB and UKBB) or the Institut für Rechtsmedizin in Basel are not subject to this SOP but to their head organization.

2 Related Documents

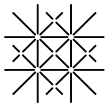
This SOP is a child document of DBE_Emergency_Operation_Procedure_DATE.pdf.

The paragraphs of the parent document regarding file depository of the valid version and the roles and responsibilities apply to this SOP as well.

3 Procedures

3.1 Principles

- All rooms, labs and workshops shall be occupied by one person at a time only.
- Whenever operational safety is not allowing to operate the equipment by one person only, the equipment must not be used during times the Emergency Operation Plan (EOP) is active. For a list of such equipment [see next chapter](#).
- Equipment that may pose a risk to its operator but may be used alone, can be used, but a second person must be informed, stay at the same time as the operator in the building and must check on the operator every hour or on a predefined appropriate schedule. The operator must inform the second person when the operations are finished.
- To take notes and to report the use of a lab or equipment, bring your own pen.
- Inform your group leader (or the deputy or the person assigned to check) when you enter the lab or workshop by either SMS or WhatsApp or any similar text message
- After you entered the workshop either
 - Immediately wash your hands carefully 30 s, dry them with a paper tissue OR
 - Disinfect your hands carefully 30 s, if disinfectant is available
 - If gloves are available and the tools can be handled with gloves, put on gloves.
- Only touch what is necessary
- Don't touch your face
- For labs and equipment used by several people, wipe the surfaces of the equipment you have been working with with a paper tissue sprayed with disinfectant or alcohol (ethanol, isopropanol).
- Before you leave the lab/workshop
 - Take off your gloves, if you wear any, and dispose them
 - Wash your hands OR
 - Disinfect your hands.
- When you left the lab/workshop, send a message to your group leader again.



3.2 Using Workshop 12.03.014

3.2.1 Equipment not to be used

During the active EOP the following machines are not allowed to be used, because they cannot be completely disinfected, and it cannot be guaranteed that another person is nearby in case of an emergency:

- Conventional Milling machine
- Lathe
- Bandsaw
- Bench drill
- Micro Milling Machine
- Jigsaw

Portable machines and equipment such as electric drill, hammer drill, Dremel, soldering irons, heat gun, and the power tacker are treated the same as hand tools (see below).

3.2.2 Hand tools

If you need hand tools, send a detailed list of the tools you need to the Workshop Manager Lorin Fasel (lorin.fasel@unibas.ch) one day in advance. Since disinfecting tools is difficult and can damage them (e.g., corrosion) keep these tools at your workplace until further notice. Don't put them back in the workshop since you could infect other people! We will inform you as soon as you can return them again. Only take the tools that are absolutely necessary for your work, as everything you take cannot be used by other people anymore for the moment.

3.2.3 Expendable materials (e.g., screws, cables, connectors)

Only take what you need and don't put any material back. Avoid touching any surfaces that are not necessary and disinfect the surfaces you touched.

3.2.4 3D-Printer

The 3D printer PC was configured to be used via remote desktop connection, mouse and keyboard were removed. You can access it as follows (you need to be connected to the internal network, e.g., via VPN):

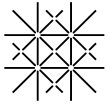
Computer name: dbe-mir-ww11-03

Username: 3Dprinter

Password: mir2019

You can process your 3D files on there and send the print job to the 3D printer. It has happened that the connection to the 3D printer does not work. In that case just restart the PC via remote desktop until it is connected. Afterwards, adhere to the following procedure:

1. Make sure a printing plate is in the printer.
2. Press the "Print job" button.
3. Disinfect this button and the printer door with disinfectant and a paper towel.



4. Wash your hands before leaving the workshop.
5. After printing is finished, take the plate out of the printer and remove the part with the scraper and the pliers provided on the green tools trolley. Use only these two tools to remove the part and the support material.
6. Disinfect the printer door and the tool handles with disinfectant and a paper towel.
7. If needed, put the part in the detergent bath to dissolve the support material.
8. Wash your hands before leaving the workshop.
9. Remove your tools from the detergent bath. Clean the buttons and handles of the bath with disinfectant and a paper towel.
10. Wash your hands before leaving the workshop.

3.3 Using AMT-Lab 14.04.004

In addition to the [Principles](#), presence in the lab is restricted to every other day to ensure more than 24h lie between 2 experiments.

3.4 Using the Tracking System Hardware in Room 12.03.010/12

- Only use the system hardware that you have at your experimental setup/ work place at the moment. Do not use or get any other tracking system hardware.
- Inform Manuela Eugster (manuela.eugster@unibas.ch) before you start using the tracking system and wait for approval. Deputy: Lorin Fasel (lorin.fasel@unibas.ch).

3.4.1 Procedure for Calibration Kits:

- If you already have a calibration kit at your workplace: Inform Manuela Eugster which calibration kit it is (send a picture of the kit and the document inside the kit).
- If you don't have a calibration kit at your workplace: contact Manuela Eugster to clarify which calibration kit is available.
- Do not use any other calibration kit.

3.4.2 Procedure for the Host Cable (as long as only one is available):

- If you have to touch (re-plug) the host cable, you have to use single-use gloves.
- You find them on the table in front of the room 12.03.010.
- (On a side note: We try to order a second host cable, before a second user needs to handle the tracking system, if the second host cable does not arrive, either the usage of the system has to be scheduled or a procedure to disinfect the cable defined).