




Title: Housekeeping, Pest Control, and Security

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Reference: SOP#170: Sample and Waste Disposal
SOP#200: Radiation Safety

<u>Rev. No.</u>	<u>Effective Date</u>	<u>Revision Summary</u>
1.	OCT 03 2008	Original Version

<u>Prepared by</u>	<u>Date</u>	<u>Technical Review</u>	<u>Date</u>
	09/04/08		09.04.08
QA Approval/Date:	 10/3/08		

1.0 SCOPE AND APPLICATION

To establish guidelines for housekeeping, pest control, and security for the building, office, and laboratory areas. To act as a reference and training guide for use by all personnel. To assure that facilities and equipment are kept clean, secure, and in a good state of repair in order to minimize the potential for sample and reagent contamination.

2.0 PROCEDURE

2.1 General Housekeeping

- 2.1.1 Laboratory benches and individual desk areas are to be kept clean, neat, and orderly at all times.
- 2.1.2 Common areas, including hallways, are to be kept free of debris.
- 2.1.3 Item storage is not to be less than 18" from the ceiling.
- 2.1.4 Office supplies and files are to be stored appropriately and safely.
- 2.1.5 Emergency exits, aisles, electrical panels, and fire extinguishers are not to be blocked.
- 2.1.6 Food, drink, and their containers are not allowed in any of the lab areas in which samples, extracts, standards or reagents are stored or handled. No food items will be left in the lunch room refrigerators over the weekend.
- 2.1.7 Food is to be consumed only in the lunchroom or in office areas. Lunchroom floors, tables, chairs, countertops, microwaves, and sinks are to be left neat and orderly after use.
- 2.1.8 Restrooms are to be kept neat and orderly at all times.
- 2.1.9 No smoking is allowed in the building. Smoking outside the building is allowed in the designated smoking area, a minimum of 100 feet from the building. Discarded cigarettes are to be placed in the outside ashtray provided.
- 2.1.10 Employees should notify their Group Leader (or the General Manager in the absence of the Group Leader) at the earliest opportunity when the need for facilities maintenance or repair becomes apparent.
- 2.1.11 All spills are to be addressed immediately to prevent a safety hazard.

2.1.12 Outside exits are to be kept closed at all times.

2.1.13 Trash is to be taken outside the building to the dumpster as needed or once a week.

2.1.14 Carpeted areas in the building will be vacuumed on a weekly basis. Floors will be cleaned on a weekly basis. Dusting in office areas will be performed on a weekly basis. A contract cleaning service may be used to perform these tasks.

2.2 Laboratory Specific Housekeeping

2.2.1 Disposable gloves are to be discarded in lab area trash receptacles and not worn into hallways, the lunchroom, or office areas.

2.2.2 Lab coats are to be placed into laundry receptacle(s) when soiled and hung neatly on the hooks provided or on the back of chairs when not in use.

2.2.3 The use of cellular phones or other two-way communication devices is prohibited in laboratory areas.

2.2.4 Lab coats, glassware, standards, reagents, samples, and extracts are not allowed in offices, lobby area, training room, client services, rest room, or lunch room.

2.2.5 Portable equipment and reagents are to be stored in appropriate locations and not left on lab benches when not in use.

2.2.6 All samples are to be returned to the appropriate sample storage area in log-in at the end of the day.

2.2.7 Equipment, benches, and hoods will be kept clean in a manner to prevent contamination of samples, as directed by the Group Leader for the area. The lack of contamination is verified through the regular testing of blank samples.

2.2.8 Hazardous materials, radioactive waste and sample preparations, and other waste is to be disposed of per SOPs 170 and 200.

2.2.9 The volatile organics lab (room 148) has a separate air handling system for prevention of contamination. Lab coats can carry solvent contamination; do not wear lab coats into this lab that have been exposed to solvent vapors. Do not wear latex or vinyl gloves when performing organic extractions, as they may be a source of contamination. Nitrile gloves are preferred, if personal protection is deemed necessary. Do not bring solvents into this lab (including paint or cleaning agents) without authorization from the Organics Group Leader or their delegate.

2.2.10 In the metals sample preparation area, sample digests are stored in open boxes on designated carts. Sample digests are to be discarded approximately six weeks after analysis.

2.3 Pest Control

2.3.1 The services of a licensed extermination company will be contracted to provide pest control services on a bimonthly basis.

2.3.2 Pest control personnel will begin each service visit by reporting to the Facilities Technologist who will escort and monitor the activities of the technician.

2.3.3 Pest control technicians will perform their duties in a safe manner and in accordance with modern and scientific pest control procedures. Only chemicals listed and approved by the EPA and registered in accordance with the Federal Insecticide, Rodenticide and Fungicide Act are to be used. Specifically, the following chemicals are approved for use (verified with each service by the Facilities Technologist):

- Generation™ Mini Blocks rodenticide (difethialone)
- Dragnet™ SFR termiticide/insecticide (permethrin)
- Cynoff™ EC insecticide (cypermethrin)
- Suspend™ SC insecticide (deltamethrin)

2.3.4 The activity of rodents will be monitored through the use of external bait stations.

2.3.5 The activity of insects will be monitored through routine inspections, exterior crack treatment, and exterior and interior spraying as deemed necessary by the pest control company.

2.3.4 Spraying for insects is not allowed in the following areas:

- Volatile Organics Lab (room 148)
- Organics Prep Lab (room 147)
- Extraction Lab (room 123)
- GC/GCMS/LCMS Lab (room 141)

2.3.4 The pest control technician will record all activity on a service report. This report will be kept on file by the Office Manager.

2.3.5 The pest control company will be contacted by the Facilities Technologist if special service is deemed necessary. Appropriate interim action will be taken.

2.4 Security

- 2.4.1 A security company has been contracted to monitor security cameras that have been placed on the exterior of the building and to respond to any off-hour door, window, and interior movement alarms.
- 2.4.2 A list of responsible personnel to call in case of a suspected security issue will be kept current with the security service provider.
- 2.4.3 All visitors must sign in and out with the receptionist and be directly supervised by an employee. Their signature must be obtained on the Visitor Agreement (Appendix I). Regulatory agency auditors will be presented with the agreement, but will not be required to sign it.
- 2.4.4 No photography is allowed in the building without the express written consent of the General Manager.
- 2.4.5 No work is to be taken outside of the building without the express written consent of the General Manager.

APPENDIX I

Health Science Division
VISITOR AGREEMENT

GENERAL RULES

1. No pictures may be taken without the expressed permission of the General Manager.
2. Cell phones or other two-way communication devices may **NOT** be used within the building.
3. No documents may be taken off the premises without the expressed permission of the General Manager or their designee.
4. No software can be loaded on any lab computer without the expressed permission of the IT/IS Group.
5. Access to the intranet is expressly forbidden.

SAFETY

1. You must be escorted at all times while in the facility.
2. Sign in and out each time you come in or leave the facility.
3. Safety glasses must be worn in any area marked for safety glasses. (before you walk in each area the door will be marked if glasses are needed)
4. No wearing of open toed shoes or loose clothing when in any of the testing labs.
5. You have been given an evacuation map and emergency equipment location map. Please familiarize yourself with both of these and keep with you at all times while in the facility.
6. No eating or drinking in any of the testing labs. Food and drinks are to be in the conference room or offices **only**.
7. **Warning:** Facility may contain chemicals known to the state of California to cause cancer, birth defects or any other reproductive harm.

I understand and agree to all of the above and will adhere to any other safety precautions that are posted or brought to my attention while at this or any other Bodycote facility:

Name

Signature

Company

Date

The following people have read this SOP and are currently using these procedures in the laboratory:

Signature	Date	Signature Date
Maclon Wright	9-12-08	long C 9/19/08
Joacef	09-12-08	Amey 09/19/08
Loni Alban	09-15-08	PMMS 9-22-08
Suzanne Lizaso	09-15-08	WJ 9-22-08
How Olivas	09-15-08	Jocelle 9-22-08
D. Key	09-15-08	Blair M 9-24-08
Kevin Barron	09-17-08	my Dubn 9-24-08
Cella Ch. Hudson	09-17-08	WJ 9/25/08
Sarah Davis	09-17-08	Joe N. Lehman 9/25/08
Mary Hammors	9/17/08	alsh 09-30-08
Dot Duff	09/17/08	JNS 10/1/08
WB	09/17/08	Duffy 10/01/08
Jocelle	09/17/08	Xelen Bugge 10/3/08
Leo Duff	9/17/08	Ther 10/3/08
J. J. H.	9/19/08	
Janet K. Harvey	9/17/08	
Shamman Galante	09/17/08	
Fassad	09-17-08	
John Cantrell	09-19-08	
Vina Young	09/17/08	
Rene Ghadiri	09/19/08	
	09-18-08	