

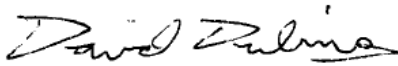


Standard Operating Procedure Document			
Title:	Autoclaving Procedures		
SOP #:	PBSOP004	Rev #:	2

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Issue Date:	08-May-24
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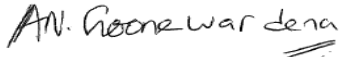
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08-May-24

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Date



07-May-24

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22-May-2024

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Date



22-May-2024

Authorized by:
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Date



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1. Scope

The scope of this SOP is to provide building-specific details regarding the autoclaving of solids and liquids in the Leslie Dan Faculty of Pharmacy.

This SOP is not intended to replace, supersede, or contravene any of the policies or training outlined by the Office of Environmental Health and Safety (OEHS), available online via the following website:

<https://ehs.utoronto.ca/resources/>

The SOP is intended to clarify how site-specific aspects of OEHS policies are dealt with in order to ensure they are appropriately implemented. OEHS policies will not be re-iterated in this document, but rather the reader is referred to the link above, to the Policies and Procedures Listing Health and Safety Manual.

There are two autoclave rooms in the Leslie Dan Faculty of Pharmacy: PB 1049, and PB 1149. This SOP deals with building policies and procedures specific to these two rooms. The scope of this SOP does not include instrument-specific operation instructions for operating the autoclaves.

2. Objective

The objective of this SOP is to outline the appropriate training, resources, policies, and the building-specific procedures pertaining to autoclaving in the Leslie Dan Faculty of Pharmacy.

3. Background

The Leslie Dan Faculty of Pharmacy is an organization committed to protecting and monitoring the health and safety of people in the building. The Joint Health and Safety Committee is the body responsible for overseeing this important task and reporting to the OEHS at the University of Toronto. SOPs are now required by the OEHS. This series of SOPs are compliant with this requirement.

4. Definitions and Abbreviations

Abbreviations used in this document are defined in this section:

SOP	Standard Operating Procedure
JHSC	Joint Health and Safety Committee of the Leslie Dan Faculty of Pharmacy, at the University of Toronto
OEHS	The Office of Environmental Health and Safety, University of Toronto
TBD	To be determined

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N/A	Not Applicable
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5. Policies

1. Autoclaving is discussed in the Laboratory Hazardous Waste Management and Disposal Manual, available on the OEHS website:
<https://ehs.utoronto.ca/laboratory-hazardous-waste-management-and-disposal-manual/>
2. Safety training for graduate students and research associates is a Faculty requirement, and occurs twice yearly in the Leslie Dan Faculty of Pharmacy. Autoclaving is a component of the safety training course.
3. Students or faculty wishing to use the autoclave equipment in PB 1049 and PB 1149 must be authorized to do so, and shall be appropriately trained in the departmental safety training course.
4. If a particular lab has concerns regarding whether or not an item may be autoclaved, the Faculty Technician shall be consulted.

6. Procedures

6.1.1 Autoclaving

1. Equipment-specific procedures and guidelines pertaining to autoclaving are provided to the students during the departmental safety training course.
2. Refer to hand-outs of this course for the proper autoclaving procedures.
3. Use of the autoclave room must be in accordance with the training provided.

7. Revision History

Revision #	Date	SOP Section(s)	Revision Description	Revised By
0	20-Mar-12		SOP PBSOP004 created.	David Dubins (author)
1	05-Dec-17	1, 5.1	Web links to OEHS updated.	David Dubins (reviser)
2	08-May-24		Reviewed, signatories updated.	David Dubins (reviser)