



STANDARD OPERATING PROCEDURE

SOP NUMBER ANA-001-02	SOP TITLE DISSECTION HALL – GOOD LABORATORY PRACTICES
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PART 1

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PART 2

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PART 3

Authoriser	Date of Issue:
<hr/> Mr Simon Sammut University Secretary – Office of the Secretary Rectorate	Date of next revision:

PART 4 (To be filled in by OOS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

- 1.1. This SOP supersedes SOP ANA-TC-001-01. There are no technical changes and the only amendment made to the previous version is in the formatting and alignment to the current template of SOPs.

2. Purpose and scope

- 2.1. The purpose of this SOP is to define the good laboratory practices that need to be observed during any teaching or practical session carried out in the dissection hall within the Department of Anatomy.
- 2.2. Within the scope of this SOP are all students, technical and academic staff as well as visitors making use of the dissection hall.

3. Definitions

- 3.1. **SOP** – Standard Operating Procedure
- 3.2. **GLP** – Good Laboratory Practices

4. Responsibilities

- 4.1. **Lab Manager:** Will have the responsibility to ensure that:
 - i. All protocols in Section 6.1 are observed at all times whenever the dissection hall is used.
 - ii. Health and Safety equipment is in proper working order.
 - iii. Accident log books are maintained and used whenever incidents arise.
- 4.2. **Staff, students and visitors:** Will ensure that:
 - i. All protocols in Section 6.1 are followed at all times whenever the dissection hall is used.
 - ii. Accident log books are used to report incidents whenever these arise.

5. Health and Safety Requirements

- 5.1. Gloves and laboratory coats should be worn at all times in the dissection hall.
- 5.2. The trolleys should remain at the dissection hall at all times.
- 5.3. When transferring cadavers or parts thereof from one trolley to another, always ensure that brakes are locked.
- 5.4. Location of safety equipment as per below table:

ITEM	LOCATION
Eyewash / safety shower	Dissection hall
First aid kit	Dissection hall
Chemical spill kit	Dissection hall
Fire extinguisher	Dissection corridor
Telephone	23403825

6. Procedure

The following points need to be observed at all times whenever the dissection hall is used:

6.1. Good Laboratory Practices

- 6.1.1. Gloves and aprons should be worn at the dissection hall at all times.
- 6.1.2. No photographs allowed unless otherwise instructed by an academic member of staff.
- 6.1.3. No food or drinks are allowed inside the dissection hall.
- 6.1.4. The dissection trolleys are to be used only for cadavers and cadaver related specimens.
- 6.1.5. Dissection trolleys need to be cleaned after use with 10% bleach and followed by 70% ethanol.
- 6.1.6. Non-biohazard material should be discarded in black garbage bags.
- 6.1.7. Sharp objects should be discarded in the yellow sharps containers. When the container is full, it must be tightly sealed and transported to the bin designated 'for incineration'.
- 6.1.8. Biohazard material including biological waste should always be discarded in yellow bags labelled biohazard. When the bag is full, it should be tightly secured and discarded in the bin designated 'for incineration'.
- 6.1.9. Fridge temperatures should be recorded on the sheet attached daily.
- 6.1.10. Cleaning of surgical instruments: After use, the surgical instruments should be washed thoroughly with water in the designated embalming room sink. After washing in running water, instruments are kept in a cleaning solution for 30 minutes and wiped dry with napkins. Instruments should always be kept under lock and key in the embalming room instrument cupboard.
- 6.1.11. Specimens should always be stored in 1% phenoxyethanol solution. The technical staff should ensure that the containers are kept clean and the fluid is always covering the specimens.
- 6.1.12. The stainless steel cabinets should be cleaned from dust bi monthly.
- 6.1.13. It must be ensured that all shutters are closed after working hours.

6.2. Waste disposal

- 6.2.1. Chemical waste – phenoxyethanol waste should never be discarded in the sinks or sewers. Store in a dry, cool and well-ventilated place. Keep container closed when not in use. Waste should be collected in waste containers
- 6.2.2. Biological waste – skin tissues is disposed of as per burial protocols.

6.3. Spill and accident procedures/decontamination

- 6.3.1. Any spillages should be contained. Bleach should be added to body fluid and blood spillages. The bleach should be kept for 5 minutes. The area should be wiped clean after and wipes discarded in the biohazard bags.
- 6.3.2. All accidents are to be recorded in the accident book with the following details: Date, Name, Time of accident and Signature.
- 6.3.3. The accident log book will be used by Staff, Students and Visitors to the Dissection Hall.

7. References

7.1. N/A

8. List of Appendices/Worksheets

8.1. N/A