

Cleaning

Purpose: Document AXITECH's general procedures for cleaning.

Scope: Facilities, equipment, tools and incidentals used by Axitech, LLC.

General Guidelines: It is everyone's responsibility to maintain a clean working environment. Cleaning is the physical removal of dirt, debris, spills and residues. Disinfection follows cleaning and reduces the number of microorganisms present with chemical substances – review the SDS's of the cleaning compounds as they have associated hazards. Disinfection is particularly important for surfaces that come into contact with product or raw materials. Surfaces that come into contact with the tools and equipment that come into contact with product or raw materials must also be clean and disinfected. Bacteria live and grow in wet or damp conditions: Dry is best. Equipment, tools and incidentals must be stored clean and dry. Equipment, tools and incidentals must be visually inspected prior to use. There are three main types of cleaning described in this procedure: In-Process, Daily, and Weekly. Nothing in this procedure should be construed as sanctioning unclean conditions: Clean is the goal.

Materials:

1. Dish Soap and Water
2. Disinfectants (Review SDS before use; Use personal protection equipment)
 - A. 70% IPA Solution in spray bottle
 - B. 6 – 10% Hydrogen Peroxide (10% solution is usually sporicidal in under 15 minutes) in a spray bottle
 - C. Approximately 200 ppm Bleach Solution (Roughly two tablespoons of 8.25% in one gallon of water) in a spray bottle
3. Paper towels/KimWipes/Abrasive Sponges/Clean Cloth/Brushes
4. Mop/Bucket, Brooms, Vacuum (Wet & Dry), Global Industries Floor Scrubber (or equivalent)
5. Absorbent pads (Oil & Water)

Procedures:

1. In-Process (Cleaning performed while doing other tasks: Handling inventory or making batches, for example.)
 - A. The first step of any Work Instruction involves visually inspecting the nearby environment, equipment and tools before use for cleanliness.
 - B. Spills must be cleaned up as soon as possible. They can constitute slip hazards or lead to cross contamination.

- C. Have paper towels or clean clothes and 70% IPA solution on hand. Have absorbent pads around for larger spills.
- D. Tools and vessels used in a production step can be set aside dirty but must not be used again before cleaning. There should be separate, though informal, staging areas to ensure only clean equipment and tools are used at each step in a process.

2. Daily Cleaning

- A. Cleaning includes both the physical removal of dirt and subsequent exposure to a disinfectant. 70% IPA is the typical disinfectant used for this type of cleaning. Those items cleaned must be allowed to dry before use. Storage in a clean environment is vital.
- B. Daily cleaning includes those items set aside earlier from various tasks. Under ideal conditions, all equipment and tools used during a day should be cleaned, disinfected and allowed to dry that day. Biofilms can form over time – bacteria should not be given time to thrive.
- C. Daily cleaning also includes the walls, floors and incidental items dirtied during the day's activities.
- D. 70% IPA solution is the standard disinfectant for daily use.
- E. The areas designated for our use should be organized each day to prevent clutter and open space for easier cleaning.
- F. Larger tanks and equipment can be cleaned outside and disinfected inside.
- G. After be cleaned and disinfected all open values and spouts should have a sterilized cap placed onto the opening, and tanks should be covered, to maintain sterilization and prevent potential contamination.

3. Weekly Cleaning

- A. Once a week, the floors, walls and stationary objects should be cleaned and disinfected. A wipe with disinfectant is sufficient for smaller items cleaned daily as long as no visible clues suggest more effort is required.
- B. Equipment with tubes, valves, fittings and the like should be dismantled and cleaned on a weekly basis. Objects that can be moved should be moved to look for hidden deposits of dirt or spills.
- C. Equipment and tools should be stored in a clean environment so that they dry.
- D. Equipment as tools should be kept covered as needed to maintain their cleanliness while awaiting use.