

## Follow aseptic procedures in the laboratory environment

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### Overview

Follow aseptic procedures in the laboratory environment in accordance with approved procedures and practices.

You will be required to demonstrate that you can work to the relevant standard operating procedures, legislation and organisational policy. You will follow Good Laboratory Practice (GLP) and/or Good Clinical Practice (GCP)/Good Manufacturing Practice (GMP) in accordance with the relevant workplace procedures.

The activity is likely to be undertaken by someone in a science related work setting, including individuals working in hospitals, scientific laboratories, schools and universities.

## Performance criteria

### *You must be able to:*

P1 ensure that your work is carried out in accordance with standard operating procedures

P2 dress in the appropriate personal protection equipment (PPE) required for the clean room or clean work area environment, in accordance with the correct procedure

P3 carry out visual quality checks on your personal protection equipment prior to entering the working environment

P4 follow the correct procedures for entering and exiting the clean room or clean work area

P5 follow aseptic techniques in the laboratory

P6 remove personal protection equipment on completion of clean room or clean work area activities, and dispose/store in line with the correct procedure

P7 communicate the required information about the work done, to authorised people, in accordance with departmental and organisational procedures

## Knowledge and understanding

### *You need to know and understand:*

- K1 the health and safety requirements of the area in which you are carrying out the laboratory activities
- K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting laboratory activities
- K3 the principles of Good Laboratory Practice (GLP) and/or Good Clinical practice (GCP)/Good Manufacturing Practice (GMP) applied in the workplace
- K4 the importance of wearing protective clothing, gloves and eye protection when handling materials and the equipment used to contain and process them
- K5 the manufactured materials and batch process tracking and records system
- K6 the types of handling and sorting system, and the procedures used for materials undergoing processing in the laboratory facilities
- K7 the importance of correct identification, and any unique organisational or laboratory numbers
- K8 the organisational requirements for maintaining the security of the workplace
- K9 the lines of communication and responsibilities in your department, and their links with the rest of the organisation
- K10 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K11 the specific safety precautions to be taken when working in a clean room or clean work area environment
- K12 the correct fitting and use of clothing and personal protective equipment that must be worn in a clean room or clean work area
- K13 hazards associated with working in a clean room or clean work area, with laboratory equipment
- K14 how to put on clean room clothing and footwear correctly

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K15 the procedures for entering and exiting the clean room or clean work area, and the authority needed to do so

K16 the classification of the relevant clean room or clean work area, and how this impacts upon you

K17 the industry standards/classifications for clean rooms and clean work areas

K18 the company requirements for clothing and personal protective equipment, and the reasons why such clothing and equipment must be used

K19 the procedures and methods for maintaining issued clothing and personal protective equipment

K20 how to apply procedures for dealing with damaged or dirty clothing and personal protective equipment

K21 how to store clothing and personal protective equipment correctly

K22 the laundering/cleaning/maintenance procedures relating to the issued clothing and personal protective equipment

K23 the aseptic techniques that are applied and used in the laboratory

K24 how to dispose correctly of single-use personal protective equipment

K25 the policy and procedures relating to personal items

## Scope/range

1. prior to entering clean room, carry out all of the following:
  - 1.1 use the correct issue of job instructions and specifications
  - 1.2 follow risk assessment procedures and COSHH regulations
  - 1.3 ensure that you are appropriately dressed and uncontaminated before entering the area
  - 1.4 carry out your activities in line with organisational procedures
  - 1.5 store accurate records of your activities, in accordance with appropriate procedures
2. satisfy all the following company clean room/clean work area requirements:
  - 2.1 use appropriate clothing/personal protective equipment (PPE) (such as suits, gowns, coats, hoods, hats, caps, helmets, other headwear, boots, overshoes, other forms of footwear, safety goggles, visors, gloves)
  - 2.2 comply with hazard protection (such as breathing apparatus, gloves, apron/smock, other forms of PPE or clothing required)
  - 2.3 deal appropriately with damaged or dirty clothing/PPE (such as reporting damage, replacement, safe removal and cleaning or disposal, subjected to acid/hazardous substance spills, damaged/dirty labelling)
  - 2.4 store specified clothing/PPE correctly when not in use
  - 2.5 ensure the proper cleaning/laundrying/maintenance of clothing/PPE
  - 2.6 dispose of single-use clothing and equipment in the correct location
  - 2.7 report any hazards or breaches of protocol
3. use three of the following types of personal protective equipment for clean room working:
  - 3.1 body suit
  - 3.2 gloves
  - 3.3 air supply

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- 3.4 face mask
- 3.5 respirator
- 3.6 other (please specify)
- 4. use personal protective equipment in one of the following clean room environments:
  - 4.1 health/disease screening
  - 4.2 drug development
  - 4.3 biochemical processing
  - 4.4 agro-biotech research
  - 4.5 biotechnology processing
  - 4.6 other (please specify)
- 5. identify and follow protocol methods and procedures that satisfy all of the following
  - 5.1 the safety of people
  - 5.2 containment/integrity of the clean room/work area
  - 5.3 containment/integrity of the specimen/product
  - 5.4 appropriate industry standards and protocols
- 6. record details of the work activity, and communicate the details to the appropriate people, using:
  - 6.1 verbal report plus one method from the following:
    - 6.2 written or typed report
    - 6.3 computer-based record
    - 6.4 specific company documentation
    - 6.5 electronic mail

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**Relevant Occupations** Professional Occupations, Science, Science and Mathematics  
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