



Clinical Process Instruction Manual

Cleaning of Tissue Recovery Suite at Forensic Services & Coroner's Complex Process Instruction

Policy:

Ocular Recovery Coordinators (TRC) and Multi-Tissue Recovery Coordinators (MTRC) are responsible for cleaning the tissue recovery suite (TRS) at the Forensic Services & Coroner's Complex prior to and/or post-recovery. The TRS consists of the prep room, scrub room, and recovery room. This cleaning is essential to ensuring that every recovered tissue maintains its suitability for transplant, and that the TRS consistently meets the standards set out by the American Association of Tissue Banks (AATB). The purpose of this clinical process instruction is to describe the cleaning procedure to properly disinfect the TRS before and after tissue recovery. This clinical process instruction applies to all TRCs and MTRCs who recover in the TRS.

Process:

1. The coordinators need to don the following required personal protective equipment (PPE) before cleaning:
 - bouffant or surgical cap
 - gown
 - surgical mask
 - eye protection
 - nitrile gloves
 - closed toe and slip resistant footwear
 - shoe covers
2. The following cleaning materials are needed:
 - Cavicide wipes or equivalent
 - Cavicide cleaning solution or equivalent
 - pressure sprayer
 - Scott's shop (or equivalent) towels
 - telescoping microfibre mop
 - disposable microfibre mops
 - bucket (if applicable)
3. TRCs and MTRCs perform the following:
 - 3.1. Prior to each case wipe down all surfaces and equipment with Cavicide wipes or any equivalent broad-spectrum germicidal cleanser.
 - 3.2. After each case wipe down all surfaces and equipment with Cavicide wipes or any equivalent broad-spectrum germicidal cleanser.



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- 3.3. Furthermore, after each case, in the pressure sprayer, mix the Cavicide solution or equivalent cleaning solution with lukewarm water using a 30 mL to 1 L ratio. Use manufacturer's instructions if using an equivalent cleaning solution. The TRC or MTRC should fill the pressure sprayer with the mixture in order to clean the TRS before and/or after each recovery. An additional mixture of cleaning solution may be prepared in a separate clean kick bucket. This bucket may be used to soak cloths and/or disposable mops until they are ready for use. Once cloths or mop heads are removed from the bucket, they cannot be placed back into it.
- 3.4. Using the pressure sprayer, liberally spray the solution over floors, tables, doors, counters and other fixtures/equipment in the TRS.
- 3.5. Use soaked cloths to wipe surfaces and clean around electrical outlets and areas that are difficult to reach with pressure sprayer. If mixture is not prepared in a kick bucket, the TRC or MTRC may spray a clean cloth with the solution. Remember to wipe under the tables.
- 3.6. Use soaked disposable mops to mop floors and evenly distribute cleaning solution in TRS. If mixture is not prepared in a kick bucket, the TRC or MTRC may spray a clean mop with the solution.
- 3.7. Allow for a five minute contact time.
- 3.8. Any excess solution should be wiped or mopped using a clean cloth or mop, as necessary.
4. Prior to leaving the TRS, TRCs and MTRCs must complete the *OCC-OFPS Tissue Recovery Suite Cleaning Log, CSF-9-247*, which is kept onsite at the recovery suite. See Exhibit 1.
5. A terminal clean will be conducted every week by staff contracted by the Ontario Forensic Pathology Service. This clean will involve the same process as outlined in steps 1 - 6, in addition to the walls, shelves, doors, and windows. The contracted staff will bring any additional cleaning equipment as required and must complete the *OCC-OFPS Tissue Recovery Suite Terminal Cleaning Log, CSF-9-248*, which is kept onsite at the recovery suite. See Exhibit 2
6. Environmental Monitoring is conducted two times (2x) a year by an external company to ensure that the TRS is properly cleaned, reducing the risk of tissue contamination. For details on this procedure, please refer to *Environmental Monitoring at the Forensic Services & Coroner's Complex, CPI-9-544*.



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Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
OCC-OFPS Tissue Recovery Suite Cleaning Log	CSF-9-247	Tissue Department	Tissue Department	16 years
OCC-OFPS Tissue Recovery Suite Terminal Cleaning Log	CSF-9-248	Tissue Department	Tissue Department	16 years

References:

- American Association of Tissue Banks. D5.520 Recovery Cleansing & Preparation: 49.
- American Association of Tissue Banks. J4.210 Routine Decontamination & Record Retention: 101-102.
- *Environmental Monitoring at the Forensic Services & Coroner's Complex, CPI-9-544*



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Exhibit 1: Sample OCC-OFPS Tissue Recovery Suite Cleaning Log

CSF-9-247



OCC-OFPS Tissue Recovery Suite Cleaning Log

<ul style="list-style-type: none"> ✓ Perform each of the listed items below after each case completion. ✓ (M)TRC Team Lead or designate will initial each completed item to document completion. 						
Date (DD/MM/YYYY)						
(M)TRC Team Lead Name (First/Last Name)						
TGLN Number						
Items	Initial	Initial	Initial	Initial	Initial	Initial
All blood/fluids/tissues are cleaned off the floor/walls/equipment.						
All used reusable instruments decontaminated, adequately contained for sterilization and placed in the instrument rack.						
All garbage and biohazard waste placed into the yellow biohazard bags and then into the biohazard bins.						
All sharps disposed of correctly into sharps containers. Sharps container changed if ¾ full.						
All unused and uncontaminated supplies are put away.						
All working surfaces including but not limited to, floors, walls, tables, doors, counters and other fixtures/equipment were cleaned and disinfected using approved solutions and equipment.						
Ensure dehumidifier is emptied, hose reattached to drain and turned back on.						



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Exhibit 2: Sample OCC-OFPS Tissue Recovery Suite Terminal Cleaning Log

CSF-9-248



OCC-OFPS Tissue Recovery Suite Terminal Cleaning Log

<ul style="list-style-type: none"> ✓ Complete once per week unless specified otherwise. ✓ Initial each item that was completed. 				
Date DD/MM/YYYY				
Name (First/Last Name)				
All items below were cleaned and disinfected using approved solutions and equipment.				
Item	Initial	Initial	Initial	Initial
All working surfaces, floors, tables, doors, counters and other fixtures/equipment				
Mayo & Ring stands				
Light and handle				
High touch surfaces (door handle, light switches) etc.				
Wheels, castors				
Vents (as needed)				
Walls				
Ceilings (spot clean if visible soils)				
Scrub sinks				
Waste receptacles				
Comments:				