

Standard Operating Procedure

BSL-2 Lab Floor Cleaning

This is an SOP template and is not complete until: 1) lab specific information is entered into the box below 2) lab specific protocol/procedure is added to the protocol/procedure section and 3) SOP has been signed and dated by the PI and relevant lab personnel.

Print a copy and insert into your *Lab-Specific Biosafety Plan*.

Section 1 – Lab-Specific Information

Department:	Click here to enter text.
Date SOP was written:	Click here to enter a date.
Date SOP was approved by PI/lab supervisor:	Click here to enter a date.
Principal Investigator:	Click here to enter text.
Internal Lab Safety Coordinator/Lab Manager:	Click here to enter text.
Lab Phone:	Click here to enter text.
Office Phone:	Click here to enter text.
Emergency Contact:	Click here to enter text.
	(Name and Phone Number)
Location(s) covered by this SOP:	Click here to enter text.
	(Building/Room Number)
Biohazardous Agents covered by this SOP:	Click here to enter text.

Section 2 – Type of SOP:

☐ Process ☒ Biosafety Procedure ☐ Hazardous Class

Section 3 – Purpose

The purpose of this Standard Operating Procedure (SOP) is to outline the responsibilities and procedures required to safely and effectively clean floors in Biosafety Level 2 (BSL-2) laboratory spaces. This SOP ensures the protection of laboratory personnel, custodial staff, and service technicians by providing step-by-step instructions for decontamination, preparation of the lab space, and proper floor cleaning using approved disinfectants.

Section 4 – BSL-2 Lab or Research Group Responsibilities

Note: The Principal Investigator is responsible for the safety of all personnel working in the research laboratory space, including service technicians and custodial staff.

- Arrange a date and time with the Building Services Crew Chief or Supervisor for the building to schedule custodial services for floor cleaning.
- Prior to custodial staff entering the lab for floor cleaning, the following steps must be completed to ensure the safety of all individuals:
 - Decontaminate all surfaces with either a 10% bleach solution or 70% ethanol solution. The required contact time is no less than 10 minutes.
 - Treat and remove all biohazardous waste from the lab space.
 - Store all biohazardous agents in a secure location.
 - Clear the floor of trash and any consumable items used in biological assays (e.g., pipette tips, loose TC flask caps).
- Once preparation is complete, please attach the “Area Ready for Cleaning” sign found at the end of this SOP to the lab door and notify the Building Services Crew Chief or Supervisor for the building that the BSL-2 lab is ready for floor cleaning.

Note: As part of normal BSL-2 laboratory operations, it is the responsibility of lab staff to move non-hazardous waste (i.e., regular trash) to the hallway outside the lab for collection. Building services staff do not routinely enter BSL-2 labs to pick up trash or non-hazardous waste. This helps ensure safety and minimizes unnecessary entry into containment spaces.

Section 5 – Building Services Responsibilities

- Wear gloves and any other required personal protective equipment (PPE) appropriate for the workspace.
- Refrain from touching any surfaces, equipment, or materials in the lab.
- Sweep only for dust and paper trash. Do not attempt to clean up pipette tips, loose caps, or other items used in biological experiments — these should be assumed to be contaminated. If found, discontinue lab cleaning and notify requestor that these items were found, that they need to be cleaned up and to reschedule with building services for floor cleaning.
- Mop the floor using an appropriate disinfectant. Allow sufficient contact time as recommended by the disinfectant manufacturer to ensure effective decontamination.
- After the appropriate contact time, mop the floor as usual.
- Before rinsing the mop head, soak it in an appropriate disinfectant for a sufficient period to ensure decontamination.
- **Remove gloves and dispose of properly before exiting the lab.**

- **Wash hands thoroughly with soap and water.**
- If necessary, follow up with standard floor cleaner or rinse with water to remove any disinfectant residue and dirt.

Note: Building services staff do not routinely enter BSL-2 laboratories to collect trash or clean the floors as part of regular custodial duties. Entry is limited to scheduled cleaning events when the lab has been properly prepared by lab staff. This minimizes risk and ensures compliance with biosafety requirements.

I have read and understand the content of this SOP:

Name	Signature	Date
Click here to enter text.		Click here to enter a date.
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Area Ready for Cleaning

The space(s) listed below have been decontaminated in accordance with the BSL-2 Lab Floor Cleaning SOP and are ready for scheduled floor cleaning.

Room(s) Decontaminated:

Room(s): _____

Date: _____

Initials: _____