|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *What* | *When* | *What with* | *How* | *Who* |
| Disinfect hands | If necessary, between individual activities, after taking off disposable gloves, before leaving the laboratory | Alcoholic hand disinfectant,  e.g. Sterilium®, Softaman®, Aseptoman® | Min. 3ml concentrate; Wet dry hands completely and rub into them for at least 30 seconds until they are dry. | everyone |
| wash your hands | Before starting work, after finishing work, if necessary | Washing lotion from the dispenser  e.g. Baktolin® sensitiv, sensiva® wash lotion | Wash thoroughly, rinse and dry with a disposable cloth | everyone |
| Care for hands | If necessary, after the end of work | Ready-to-use hand cream from dispenser or tubes | Massage into the skin | everyone |
| Liquid, solid waste, disposable items  (e.g. E-cups, pipette tips)  Glassware  Instruments | before disposal,  after usage | Autoclave | 20min, 121°C in an autoclave bag or container | User |
| Glass pipettes, glassware | After autoclave |  | dishwasher | User |
| Surfaces:  Work surfaces, furniture, interior surfaces from microbiol. Safety cabinet, incubator, centrifuges, rotors etc | Routine disinfection (after work or as required) | Attention ! Observe manufacturer's specifications regarding material compatibility!  **product**  Concentration: x%  Exposure time: x min.  or  **product**  ready-to-use  Exposure time: x min. | Wipe disinfection | User |
| after contamination | causer |
| floors | after contamination | **product**  Concentration: x%  Exposure time: x min.  or  **product**  ready-to-use  Exposure time: x min. | Wipe disinfection | causer |
| Maintenance cleaning | Optisal ® N  Concentration: 0.5%  Exposure time: 60 minutes. | clean | HWD or cleaning force |
| Lab coat | after pollution | suitable container | Autoclave, clean | User |

Signature

**Hygiene guidelines :**

* **approved agents** from the VAH list (disinfectant list of the Association for Applied Hygiene) or the RKI list (list of disinfectants and processes tested and recognized by the RKI) may be used for disinfection .
* **Pathogen-specific concentrations and exposure times must be strictly observed!**
* The manufacturer's instructions for the areas to be treated (e.g. sensitive devices, surfaces) must be observed and **material compatibility** must be ensured before use.
* the manufacturer's instructions regarding the **service life** of freshly prepared or ready-to-use disinfectants after opening the package!
* For the handling of disinfectants, **operating instructions must be drawn up** in accordance with Section 14 of the Hazardous Substances Ordinance , which also contain information about the necessary protective measures such as protective clothing for preparing or using the disinfectant.
* **Wipe disinfection** : Only use cold water to prepare working solutions. The surface to be disinfected must be completely wetted with disinfectant solution and must be disinfected using the wet wiping method. The surfaces must not be rubbed dry . Any contamination is removed beforehand with a disposable cloth soaked in disinfectant solution. Spray disinfection is only permitted in exceptional cases in inaccessible places, as the active ingredients can easily be absorbed in the air in gaseous form or as an aerosol and, if used regularly, can lead to toxicological effects and allergy .
* **Retentive effect** : After routine disinfection of surfaces, they can be used or walked on again, regardless of the exposure time, as soon as they are visibly dry. The disinfectant effect still exists. Exception: Alcohol has no lasting effect due to its rapid evaporation.
* **Use of flammable disinfectants** : Pay attention to explosion protection, especially on electrically operated devices and systems in conjunction with open flames or hot surfaces. Ensure good ventilation of the room. The use of alcoholic disinfectants must be limited to a maximum of 50 ml of working solution per m² of area to be treated or to a maximum of 100 ml per m 2 of room area.