

1. Material Flow SOP

2. Objectives & Scope

This SOP describes the desired flow and transportation of new, in process, and waste materials throughout the facility.

This SOP is applicable to all personnel using the laboratory.

IGNITE FSU Laboratory Manager has final discretion in matters related to the laboratory facilities and enforcement of procedures. The Laboratory Manager can make changes to this SOP as necessary to ensure compliance and alignment with program goals and Florida State University Policies.

3. Abbreviations and definitions

- **SOP:** Standard Operating Procedure
- **New material:** Refers to all newly received items to be placed inside of the laboratory spaces. Examples: Client's lab equipment, chemicals, other items that are new to the laboratory.
- **In Process Material:** Material that is in use, that needs to be transported from one laboratory to another.
- **IPA: Isopropyl alcohol**

4. Procedure

4.1 New Material

4.1.1 New material must be received to the Shipping and Receiving Room via the Loading Dock.(Attachment 1)

4.1.2 Laboratory equipment may be unpacked in Shipping and Receiving Room or in the laboratory and trash discarded apparently.

4.1.2.1 For all non-recyclable trash must go into the appropriate dumpster behind the loading dock by the end of day after receiving items.

4.1.2.2 For all boxes and recyclable trash must be broken down and placed into the appropriate dumpster behind the loading dock by the end of day after receiving items.

4.1.3 Laboratory supplies (i.e. gloves, pipettes, plates, etc.) are to be transported to the laboratory in the original packaging.

4.1.4 Chemicals are to be transported on a raised sided cart and in the original shipping packaging to the laboratory to help prevent spills.

4.1.5 For Materials going to the second floor, the freight elevator must be used via service corridor. (Attachment 2)

4.2 In Process Material

4.2.1 For in process materials that need to be transported from one laboratory to another laboratory, across common space, must be transported in a closed container. The closed container must be placed on top of a raised sided cart.

4.2.2 Before the container and cart exits the original laboratory, it must be cleaned/disinfected with 70-80% IPA

4.2.3 The container must remain closed until it is inside the new laboratory.

4.3 Waste Material

4.3.1 Transportation of Bio-Hazard waste to the Autoclave Room must be transported in a closed container. The closed container must be placed on top of a raised sided cart. Before the container and cart exits the original laboratory, it must be cleaned/disinfected with 70-80% IPA.(Attachment 3)

4.3.1.1 Transportation of autoclaved Bio-Hazard waste to the waste collection site on the 1st floor must use the freight elevator via service corridor. Autoclaved Bio-Hazard waste must be transported in a closed container. The closed container must be placed on top of a raised sided cart. Before the container and cart exits the Autoclave Room, it must be cleaned/disinfected with 70-80% IPA (Attachment 4)

4.3.1.2 Once waste is inside the Waste Collection site, place waste on the designated area so that the lab manager can sort the waste into the appropriate container.

4.3.2 Chemical waste must be label with the appropriate identifying label then placed into a closed container. The closed container must be placed on top of a raised sided cart. Before the container and cart exits the laboratory, it must be cleaned/disinfected with 70-80% IPA. (Attachment 5)

4.3.2.1 Transportation of Chemical waste to the waste collection room on the 1st floor must use the freight elevator via service corridor. (Attachment 6)

4.3.2.2 Once waste is inside the Waste Collection room, place waste on the designated area so that the lab manager can sort the waste into the appropriate container.

5. Related Documents

N/A

6. Related Forms

N/A

7. References

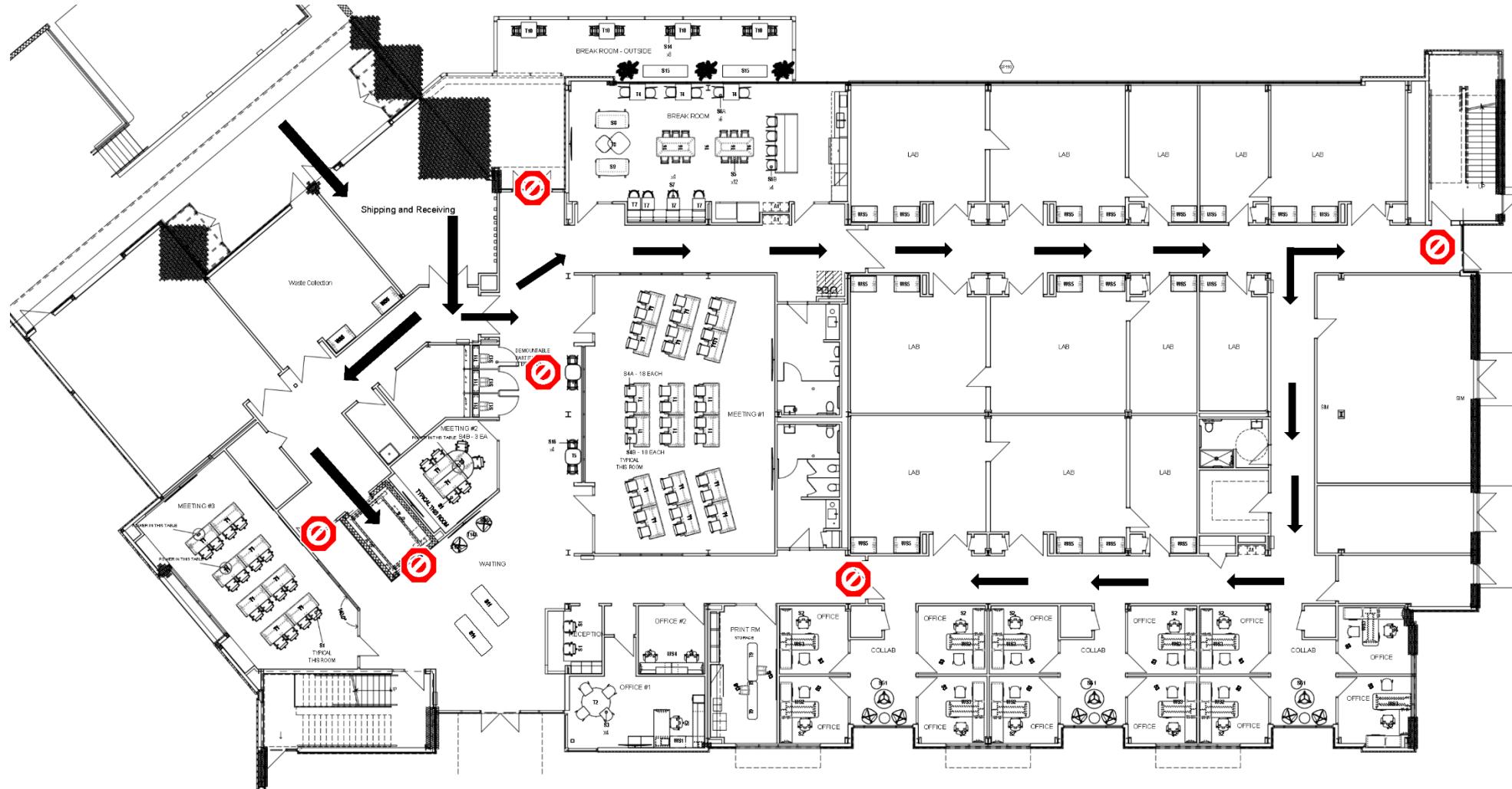
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8. Attachments

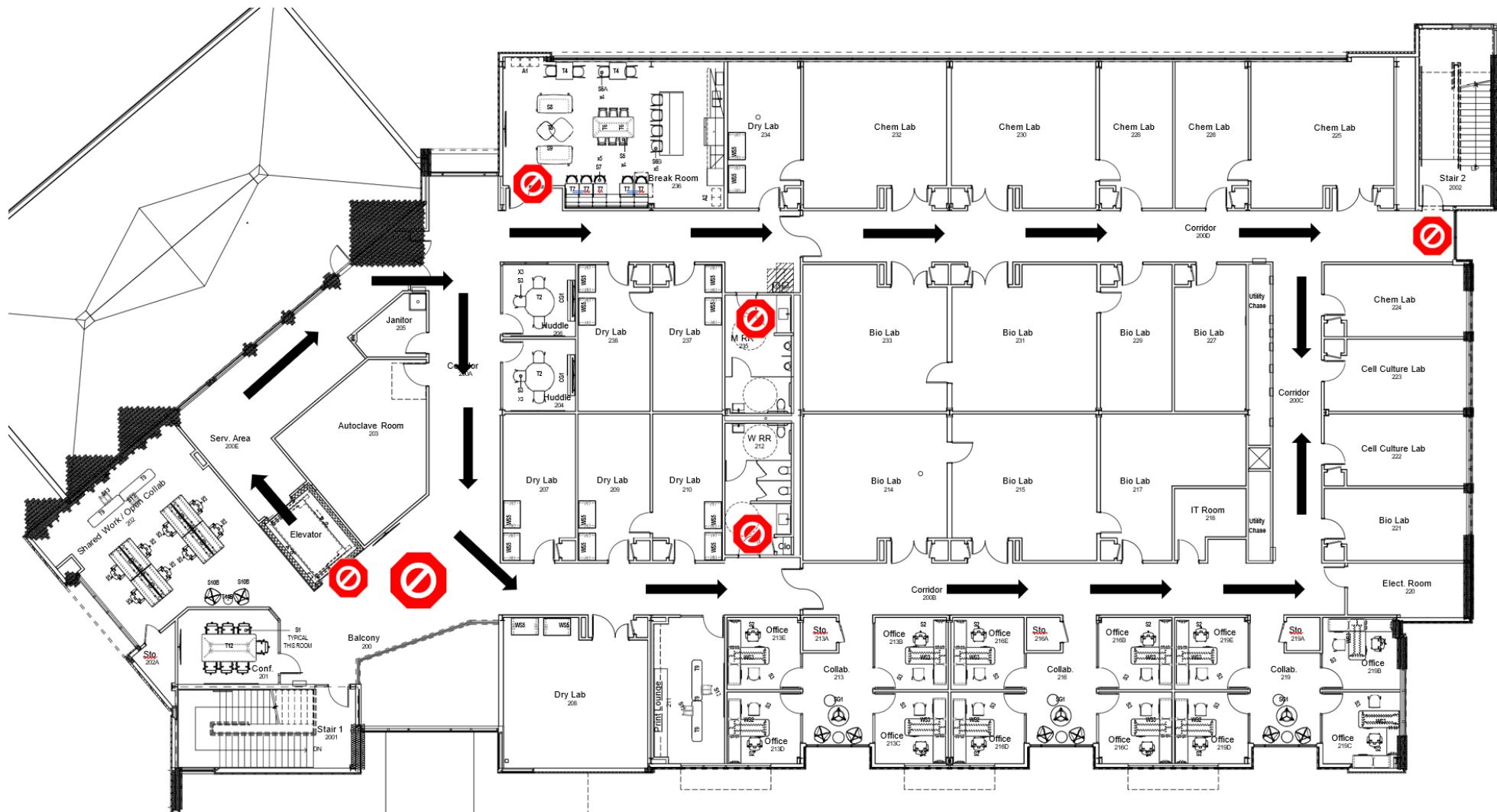
Policy/Procedure	LAB-001
Version	2
Effective Date	06/30/2025

Attachment 1: New Material Flow First Floor
Attachment 2: New Material Flow Second Floor
Attachment 3: Non-Autoclaved Bio-Hazard Waste
Attachment 4: Post Autoclave Bio-Hazard Waste
Attachment 5: Chemical Waste First Floor
Attachment 6: Chemical Waste Second Floor

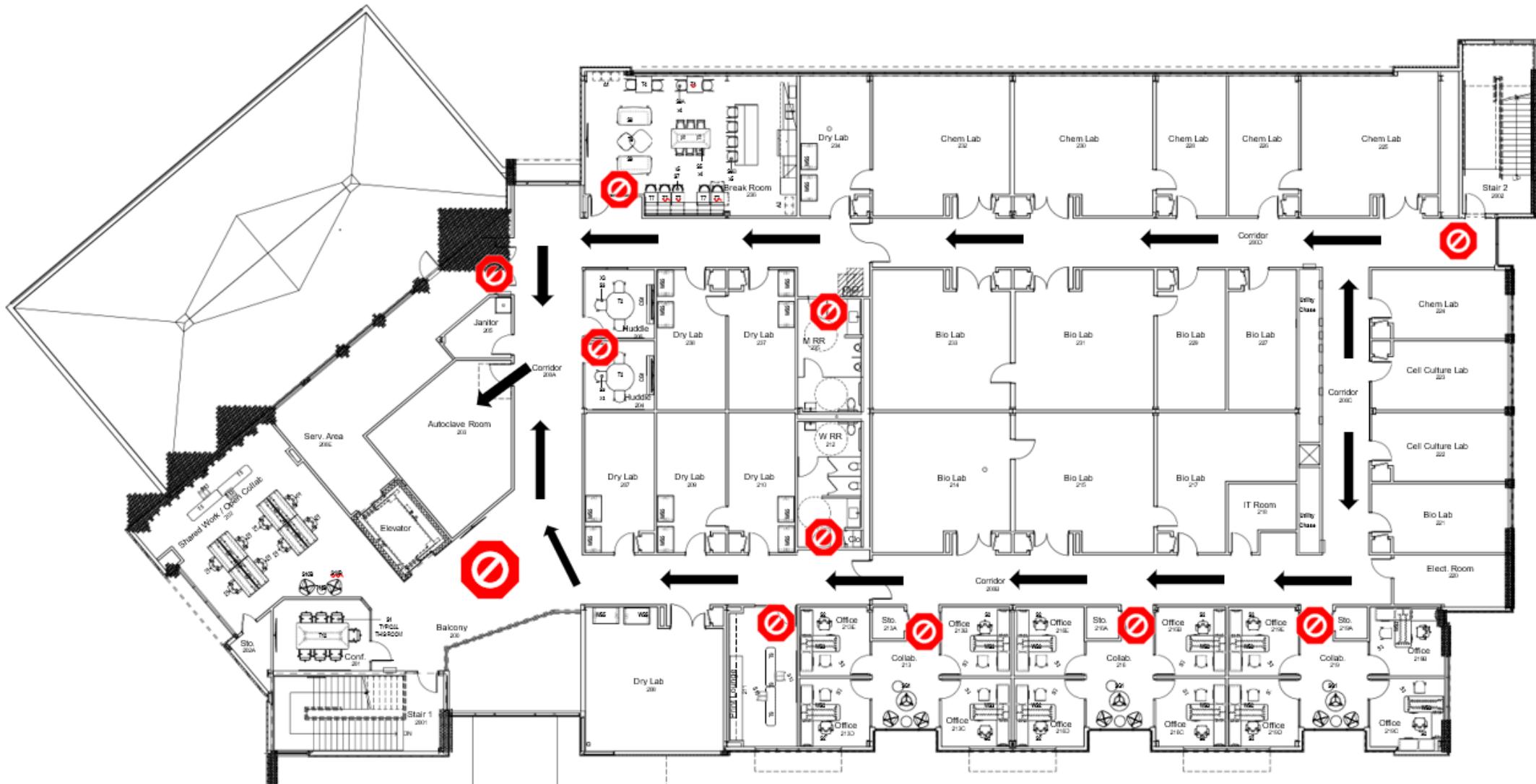
Attachment 1: New Material Flow First Floor



Attachment 2: New Material Flow Second Floor

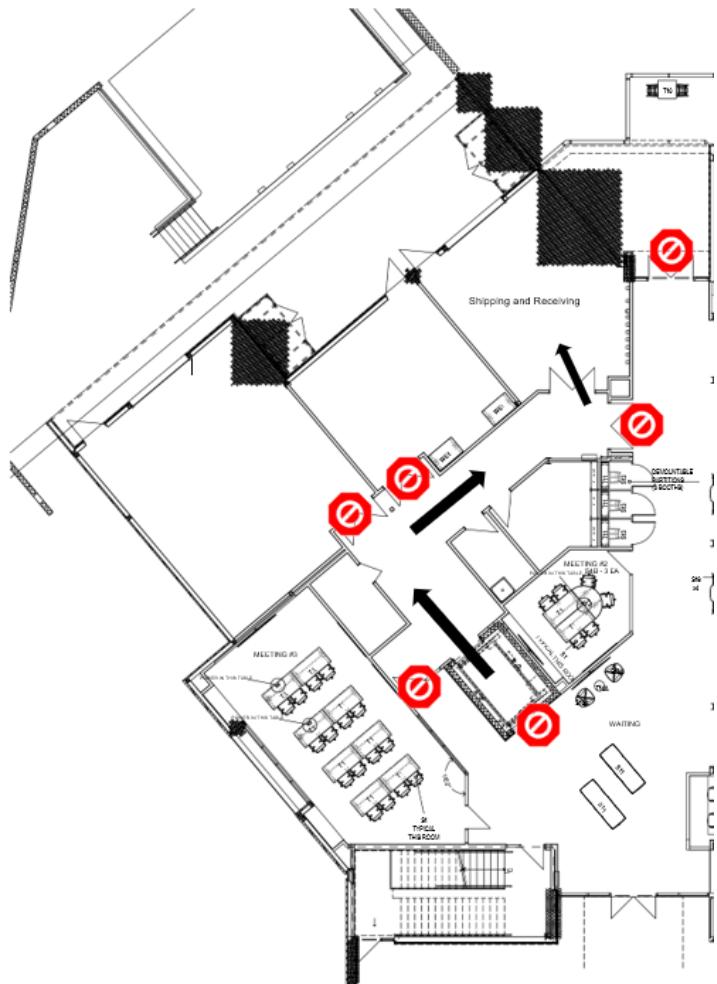


Attachment 3: Non-Autoclaved Bio-Hazard Waste

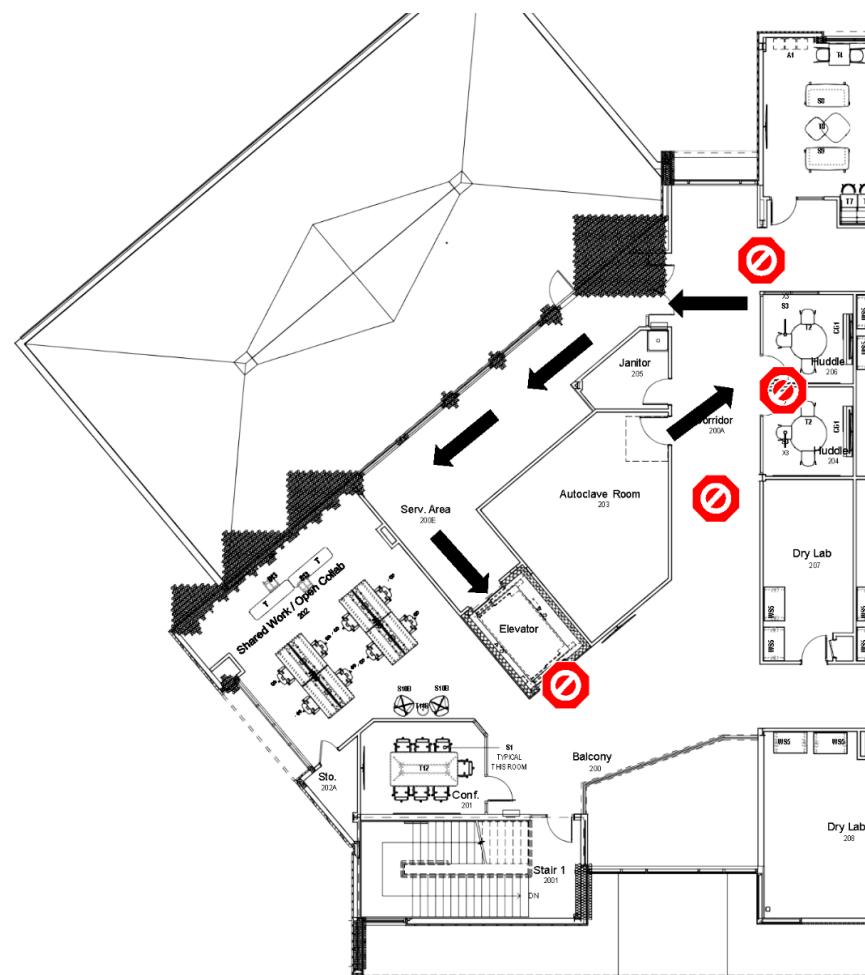


Attachment 4: Post Autoclave Bio-Hazard Waste

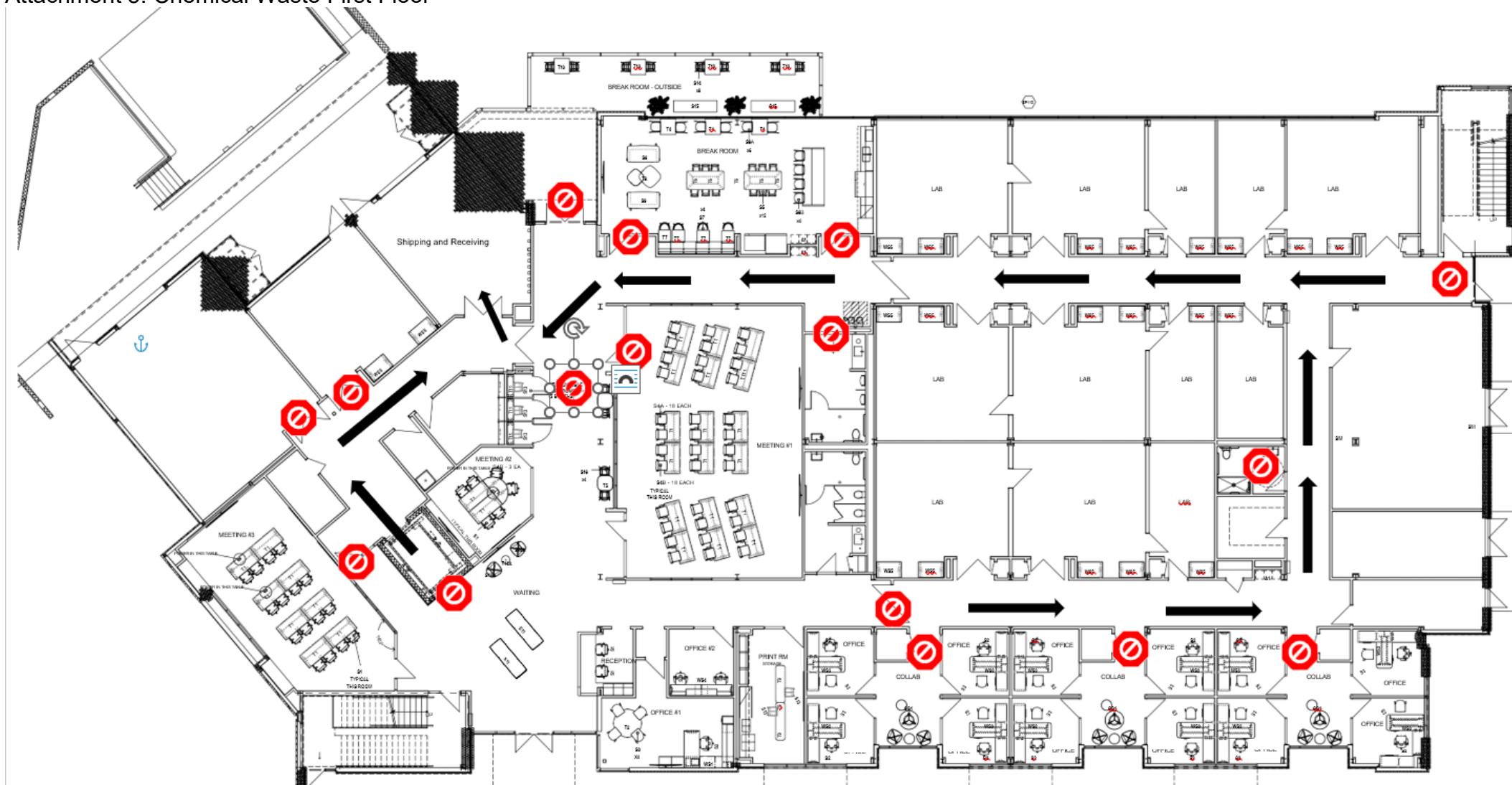
First Floor Post Autoclave



Second Floor Post Autoclave



Attachment 5: Chemical Waste First Floor



Attachment 6: Chemical Waste Second Floor

