

## ScienceBridge Tech Site Standard Operating Procedure

Title: <b>Cleaning Emergency Shower and Eyewash</b>		
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Scope	For use by biotechnology students at Mira Mesa High School when needed to check and clean emergency showers and eyewash to protect students.			
Objective	This SOP sets the procedural specifications for maintaining a hygienic and functioning shower and eye-wash emergency equipment.			
Materials		1 room	Building	Site
	1. Communications Log	1	1	1
	2. Safety Shower and Eyewash Log Sheet	1	1	1
	3. Laminated Map of 200 Building	1	1	1
	4. Risk Management Equipment Problem Reporting Spreadsheet (digital)	1	1	1
Equipment	1. Shower Net	1		
	2. Large Orange Bucket	1		
	3. Small drip bucket	1		
	4. Student Pass- Lanyard	2-3		
	5. Group Folder	1		
	6. Wet Erase Marker	1		
	7. Lab Coats	2-3		
Supplemental Aids	<ul style="list-style-type: none"> <li><a href="#">RM Classroom Shower and Eyewash Check Training Video</a></li> </ul>			
Safety	<ul style="list-style-type: none"> <li>While checking and maintaining the eyewash and showers, beware of the electrical cords, plugs and outlets as well as any other potentially hazardous objects near the station before checking the water.</li> <li>PPE: Lab Coats</li> </ul>			
Quantity	<ul style="list-style-type: none"> <li>There are a total of 22 eyewash and shower stations that have to be completed each rotation.</li> </ul>			
Protocol	<p><b>Note: Check log for teacher requests and unfinished rooms.</b></p> <ol style="list-style-type: none"> <li>Watch <a href="#">RM Checking Showers and Checking Eyewash</a> tutorial video</li> <li>Grab lanyards, required equipment (as listed above), and PPE.</li> <li>Only have 1 student enter the room to start with and ask if now is a good time to check their emergency eye-wash and shower. If not, ask if next day (or period if relevant) would be a good time.</li> <li>Before running the eyewash and showers, identify electrical cords, plugs, outlets, and any other potential hazards nearby the station. Move all hazards and nearby desks, objects away at a safe distance</li> </ol>			

	<p>and away from the water. Remember what it looked like before you moved it, you must return it exactly afterwards.</p> <ol style="list-style-type: none"> <li>5. Run the Shower and Eyewash! <ul style="list-style-type: none"> <li>• Make sure the shower head is covered with the shower net (use the handle if not tall enough)</li> <li>• Large bucket should be right under the shower head and holds the shower net.</li> <li>• Run the showers! Look for a brown color or clumps (this means that there's issues). If you can see the bottom of the bucket, then the water is good! Run the showers again if there is brown water until you see the bottom of the bucket (clear)</li> <li>• The large bucket should be filled halfway.</li> <li>• Before running the eyewash, place the small bucket underneath the drain found at the bottom of the shower unit.</li> <li>• When running the eyewash, put the shower net over the eyewash to control the spray of water.</li> <li>• In the eyewash, look for the lid/covers to lift off due to the flow of water; if the lids don't lift, then there is a problem!</li> <li>• There will be some water on the ground; use your sponges to clean up the water.</li> <li>• If there are any issues with the equipment, take pictures of it! You'll need them later.</li> </ul> </li> <li>6. Be sure to dispose of the rusty water by dumping it in the large sink outside of room 224 or nearby open laboratory sink, repeat until clear water.</li> <li>7. Be sure to clean up all water from the floor (using sponges) and cabinets once the water comes out clean. Also be sure to close the eye-wash caps.</li> <li>8. After cleaning the shower and eyewash sign the white tab hanging on the shower with your name, date and signature in sharpie.</li> <li>9. Before leaving the room, you must return everything back to the way it was before you started.</li> <li>10. Repeat in all other classrooms and backrooms assigned by Ms. Yoneda. You must ask teacher if it is okay to go in their backroom to check the shower and eye-wash.</li> <li>11. If there are safety showers or eyewashes that do not pass, you must then send an email to Ms. Yoneda with the problems and room number of the class room ASAP. Do not wait until you are done with all rooms.</li> <li>12. Double check that all the supplies aren't left behind before leaving, and are returned to the proper area within the classroom.</li> </ol>
Documentation	<p><b>All work and any variance from the protocol must be documented</b></p> <ul style="list-style-type: none"> <li>• Document in the safety shower and eyewash log sheet: the period, if both safety equipment passed, and if they did not pass: describe the problem.</li> <li>• After checking a classroom, cross off the room number on the laminated map in your tech site folder with your wet erase pen.</li> <li>• When the entire rotation has finished, make sure it is recorded in the log sheet, and then use a wet paper towel to clean the room board for next time.</li> <li>• In the communication log, write the date and period what rooms have been checked, what rooms need to be checked next, and the people who participated in completing the job.</li> </ul>

	<ul style="list-style-type: none"> <li>Once the safety shower and eyewash log sheet is finished, make sure to put it into the archive folder (green) which is in the back of the RM group binder.</li> </ul>
Storage	<p><b>All materials should be stored in designated areas</b></p> <p><b>Supplies Storage Locations</b></p> <ul style="list-style-type: none"> <li>All equipment (shower buckets, eye wash bucket, and shower net) are stored in the backroom underneath sink in the cabinet.</li> <li>The lanyards are right behind Ms. Yoneda's desk.</li> <li>The Risk Management Binder is stored within the Black Binder Holder near Ms. Yoneda's desk along with the other groups' folders.</li> </ul>
Quality Control	<ul style="list-style-type: none"> <li><b>Fails QC:</b> If an Eyewash or Shower fails Quality control, you must write about the status, or problem of the station within the Safety Shower log and inform Ms. Yoneda. Then, report the issue with a picture of it in the Risk Management Equipment Problem Report Spreadsheet (digital).             <ul style="list-style-type: none"> <li><b>Brown or rusty water.</b> The water must run clear, with no color from the shower – repeat until runs clear.</li> <li><b>Low water pressure.</b> The water pressure of the eyewash must be strong enough to flip the lids open. Close when you are done. If you open the lids and the water is still too low for someone to get both their eyes washed at the same time. Take picture, inform Ms. Yoneda and report this problem.</li> <li><b>Missing eye-cap.</b> Run rest of eye-wash check to see if any other problems. Take picture, inform Ms. Yoneda and report this problem.</li> <li><b>Leaking water.</b> Make sure that the leaking is actually occurring and not just a result of you having run water and it dripped down the side. Turn back on and turn lever back off making sure to push it all the way back into place. If you determine it is leaking, this must be immediately reported for immediate maintenance response.</li> </ul> </li> </ul>
When	This job must be done once each semester.
Tech Site Kit: Group	Job Duty: <i>Risk Management</i>