1. **General note on 110L autoclave operation:**
   1.1. At least once every week, drain away the water from the chamber and all water tanks (at the front and behind of autoclaves) to a minimum level when the water is cool.
   1.2. Autoclave rat cages at 105 °C for 30 minutes.
   1.3. Autoclave mouse cages and all other materials at 121 °C for 20 minutes.

2. **Transfer of soiled materials from into 7220 autoclave room**
   2.1. At Entrance D, the operator standing in lobby C (See photos attached), put a bag of soiled materials (deposited by users) into an autoclavable bag without landing on the floor.
   2.2. Transfer the overall into lobby C and land on the floor of lobby C.
   2.3. Repeat step 2.1 and 2.2 until the desired amount of soiled materials are transferred into the lobby.
   2.4. Making sure the door of entrance D is closed properly.
   2.5. Transfer the soiled materials into room 7221 for autoclaving.

3. **Autoclave Procedures**
   3.1. Add 5-6 L of DI water into the chamber if the autoclave has been completely drained
   3.2. Before every autoclaving cycle, add dionised water into the chamber so that the horizontal bar at the bottom are submerged.
   3.3. Autoclave 1 bag, 2 bags (one bag per stainless steel basket) or 3 bags per cycle if the 3rd bag contains lids only. Don’t overload the autoclave, it will lead to poor steam penetration. Maintain the original packings from users and put each into another autoclavable bag (5-10 lbs/bag and best to be handled by one hand).
   3.4. Check the autoclave door gasket and make sure it is well in place before closing the autoclave door.
   3.5. An operator starts each autoclave cycle when completing the above procedures.
3.6. After starting each cycle, check if the pressure goes up. If hot air is leaking somewhere, abort the cycle and fix the problem/call serviceman.
3.7. After cycle completion, the operator (wearing heat insulating gloves) removes one bag at a time and lifts each bag directly from autoclave to Corridor C without landing.
3.8. Close the autoclave room (room 7220) door carefully behind the operator before opening Corridor C door.
3.9. The corresponding colleague will transfer the autoclaved material to the washing area for washing.

Attached photos

![Entrance D](image1)

![Lobby C](image2)