

KENYA PLANT HEALTH INSPECTORATE SERVICE		Page 1 of 5
Quarantine and Plant Health Laboratory-Muguga		
TITLE AND ID.	SOP for test environmental conditions GE-SOP/02	
DEPARTMENT	Quality Management Unit	
EFFECTIVE DATE	2 nd February 2023	Version Number: 03

Approval and authorizations

Completion of the below signature blocks signifies the review and approval of this document.

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1. **Purpose**

This procedure guides on general laboratory housekeeping and requirements for test environmental conditions.

2. **Scope**

The SOP covers all test activities in the laboratory

3. **References**

- 3.1. KEPHIS Quarantine Plant Health Laboratory Manual
- 3.2. ISO/IEC 17025:2005 standard

4. **Definitions**

- 4.1. SOP- Standard Operating Procedures
- 4.2. ISO/IEC- International Organization for Standardization

5. **Responsibilities**

5.1 Laboratory Manager

- 5.1.1 Ensure availability of resources for environmental monitoring and good house keeping
- 5.1.2 Approve waste disposal plan
- 5.1.3 Ensures implementation of environmental monitoring plan
- 5.1.2 Identification and documentation of technical requirements for accommodation and environmental conditions that can affect the results of tests.

5.2 Section heads

- 5.3.1 Implements environmental monitoring

5.3 Analyst

- 5.4.1 Monitors environmental conditions and good house-keeping.

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6. Procedure

6.1 Test environmental conditions

6.1.1 The laboratory shall ensure that the facility and environmental conditions under which tests are carried out are suitable for the laboratory activities and shall not adversely affect the validity of results.

6.1.2 All tests and storage conditions shall be carried out in conditions specified in the respective test methods, taking into account the need to have the following

- 6.1.3** ;
- Uninterrupted power supply
 - Control of contaminations
 - Segregation of activities
 - Controlled access to activity areas
 - Equipment access controls
 - Controlled temperatures

6.1.4 Environmental conditions which influence the quality of results shall be monitored on a defined schedule based on the sensitivity of the tests being conducted.

6.2 Housekeeping controls

6.1.1 All spills on lab benches or floors shall be immediately cleaned and properly disposed.

6.1.2 Lab benches shall be kept clear of equipment and chemicals except those necessary for the work currently being performed.

6.1.3 Work areas shall be cleaned at the end of each operation or each day. Laboratory rooms, shelves, floor and windows will be regularly cleaned.

6.1.4 All apparatus(s) shall be thoroughly cleaned and returned to storage upon completion of usage.

6.1.5 Floors, aisles, exits, fire-extinguishing equipment, eyewashes, and showers, electrical disconnect and other emergency equipment shall remain unobstructed.

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6.1.6 Labels shall face front.

6.1.7 Chemical containers shall be clean, properly labeled and returned to storage upon completion of usage.

6.1.8 Chemical wastes will be disposed of in accordance with the waste disposal plan as follows

- a) Bio-Hazardous wastes(Bacteria, fungi,etc)-Autoclave incinerate
- b) Molecular waste-deactivated and incineration
- c) Combustible-burning in the incinerator
- d) Noncombustible waste –
- e) Chemical wastes –soak pit

7. Records

- Temperature monitoring records

8. Revision list

Revision number	Superceded version number	Revision summary	Reviewers name
01	00	New	Jane Kamau Sospeter Gachamba
02	01	Amended to remove records of waste products	S. Ngare, Sospeter Gachamba
03	02	Edited to align responsibilities with the organogram	Joyce Waithera, Sospeter Gachamba