**DOCUMENT NUMBER:** STCL-FORM-068

**DOCUMENT TITLE:**
Cleaning Schedule for Transport Containers in the STCL

**DOCUMENT NOTES:**

---

**Document Information**

<table>
<thead>
<tr>
<th>Revision: 02</th>
<th>Vault: STCL-Form-rel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Release</td>
<td>Document Type: STCL FORM</td>
</tr>
</tbody>
</table>

**Date Information**

<table>
<thead>
<tr>
<th>Creation Date: 04 Apr 2017</th>
<th>Release Date: 01 May 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date: 01 May 2017</td>
<td>Expiration Date:</td>
</tr>
</tbody>
</table>

**Control Information**

<table>
<thead>
<tr>
<th>Author: WATE02</th>
<th>Owner: WATE02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Number: STCL-FORM-068 Rev 01</td>
<td>Change Number: STCL-CCR-379</td>
</tr>
</tbody>
</table>
STCL-FORM-068
Cleaning Schedule for Transport Containers in the STCL

Cooler # ______________

Record (X or ✓) to reflect that Task(s) was/were performed

N/A – Not Applicable

### Quarterly Maintenance

<table>
<thead>
<tr>
<th>MAINTENANCE</th>
<th>QUARTER 1: Jan/Feb/Mar (Circle month performed)</th>
<th>QUARTER 2: Apr/May/June (Circle month performed)</th>
<th>QUARTER 3: Jul/Aug/Sept (Circle month performed)</th>
<th>QUARTER 4: Oct/Nov/Dec (Circle month performed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove Biohazard bag(s) and replace with a new biohazard bag</td>
<td>DATE / INITIALS</td>
<td>DATE / INITIALS</td>
<td>DATE / INITIALS</td>
<td>DATE / INITIALS</td>
</tr>
<tr>
<td>Clean inside of cooler with germicidal wipe or equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean the outside of cooler <em>including handle</em> with germicidal wipe or equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check the labels on the cooler to make sure all appropriate labels are present and meet current labeling requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace labels to ensure they are intact, eye-readable, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace absorbent pad in the cooler</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace TSPs <em>as needed</em> if leaking <em>(TSP = Temperature Stabilisation Packs)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Review Date/Initials

**OFF CYCLE CLEANING OF COOLERS *As Needed* if/when visible spills are observed**

<table>
<thead>
<tr>
<th>Initials/Date: __________________</th>
<th>Initials/Date: __________________</th>
<th>Initials/Date: __________________</th>
<th>Initials/Date: __________________</th>
<th>Initials/Date: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
</tr>
<tr>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
</tr>
<tr>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
<td>Initials/Date: __________________</td>
</tr>
</tbody>
</table>

**Review Initials/Date: __________________**
**Signature Manifest**

**Document Number:** STCL-FORM-068  
**Title:** Cleaning Schedule for Transport Containers in the STCL

All dates and times are in Eastern Time.

---

**STCL-FORM-068 Cleaning Schedule for Transport Containers in the STCL**

---

**Author**

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Waters-Pick (WATE02)</td>
<td></td>
<td>05 Apr 2017, 03:41:24 PM</td>
<td>Approved</td>
</tr>
</tbody>
</table>

**Manager**

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Waters-Pick (WATE02)</td>
<td></td>
<td>05 Apr 2017, 03:41:34 PM</td>
<td>Approved</td>
</tr>
</tbody>
</table>

**Medical Director**

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanne Kurtzberg (KURTZ001)</td>
<td></td>
<td>05 Apr 2017, 07:57:06 PM</td>
<td>Approved</td>
</tr>
<tr>
<td>Kristin Page (PAGE0038)</td>
<td></td>
<td>18 Apr 2017, 09:52:44 AM</td>
<td>Approved</td>
</tr>
</tbody>
</table>

**Quality**

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Carpenter (JPC27)</td>
<td></td>
<td>18 Apr 2017, 03:41:23 PM</td>
<td>Approved</td>
</tr>
</tbody>
</table>

**Document Release**

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Title</th>
<th>Date</th>
<th>Meaning/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy Mulligan (MULLI026)</td>
<td></td>
<td>19 Apr 2017, 11:41:11 AM</td>
<td>Approved</td>
</tr>
</tbody>
</table>