

*Approved by Director: Dr. Guy Vallaro*

**TITLE: Trace Section – Maintenance and Cleaning**

**A. PURPOSE:**

To define the method(s) in which the Trace Section will be maintained and cleaned.

**B. RESPONSIBILITY:**

Trace Section Forensic Science Examiner  
and /or  
Their designee  
and /or  
Laboratory designated maintenance staff

**C. PROCEDURE:**

1. Each examiner will be responsible to maintain a clean work area.
2. If a laboratory work surface, instrument or tool has been exposed to a potential biohazardous material the appropriate cleaning solution will be used to disinfect the area.
3. Solutions of 10% bleach or other equally appropriate cleaning solutions will be used to clean work surfaces.
4. The floors will be vacuumed, mopped and /or waxed as necessary.
5. Issues pertaining to facility upkeep will be drafted in memo form and will be brought the attention of the supervisor or their designee.