**SOP# 02.041.01**

**20% Bleach Solution Preparation**

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**Purpose**

This SOP describes the procedure used to prepare 20% bleach solution for the purpose of cleaning laboratory surfaces

**Scope**

Cleaning purposes

**Regulatory References**

NA

**Responsibility**

* Responsibility of experimentalist – understanding and performing this procedure as described; reporting any deviations or problems to area supervisor; adequately documenting the procedures and results
* Area manager or supervisor – ensuring that the analyst performing this procedure is qualified; ensuring that the procedure is followed and update the procedure as necessary

**Definitions/Abbreviations**

* mL – milliliters

**Related Documents**

NA

**Required Equipment and Materials / Reagents**

* Graduated cylinder
* Spray bottle, for example VWR catalog# 10216-884
* Clorox Germicidal Bleach, or equivalent germicidal bleach
* Water source, faucet water is acceptable

**Precautions**

* Personal protection equipment including gloves, lab glasses, and lab coat must be worn when executing this procedure
* Bleach mixture must be prepared every 7 days, do not use a mixture that is more than 7 days old.

**Procedure**

1. Using graduated cylinder measure out bleach volume to be 20% of total spray bottle volume. For example if using a 500mL spray bottle measure out 100mL of bleach
2. Using graduated cylinder measure out water volume to be 80% of total spray bottle volume. For example if using a 500mL spray bottle measure out 400mLs of water
3. Screw on spray bottle top
4. Label bottle with name, date, and ‘20% bleach’

**Version History**

**NA. (**This is version 1 of 1)

**Worksheets**

**Appendix**