**Procedure**

* Before grossing, clean any trays or containers that will house cassettes for the day with bleach or Conflikt cleaning spray. The removal of this precipitate/sludge along the inner walls will cut the risk of decontamination.
* Use Conflikt cleaning spray, along with the SOS scrubbing sponge.  All stations have their own cleaning supplies (located in the sink).  Extra cleaning supplies are located in storage areas.
* Pick up the cutting board and clean under it.  This is a common collecting area for tissue and other debris.
* Rinse the station completely after being scrubbed.  Each station contains a water hose on the left side.
* Tools should be scrubbed by hand with Conflikt and dried immediately.  Tools should not be soaked; this will cause corrosion/dulling of scissors.  Double check all forceps and hemostats, as tissue may reside in the teeth.
* No bodily fluid, tissue or ink should be left on the station or tools.
* All blades must be disposed of in the sharps bin (located at each station).
* All inks and acetone containers should be capped and wiped clean.  Remove all used swabs and dispose of in the trash.
* Sink should be free of debris, wiped down with SOS sponge and drain cleared.  Run garbage disposal routinely after cleaning a colon, blood clots, and ovaries with abundant cyst fluid.
* All supplies/containers should be wiped down and in their respective positions.
* All scales and their respective weigh dishes should be cleaned and free of bodily fluids.
* All completed specimens should be removed from cutting station and stored properly by date and size.

**PROTOCOL FOR CONTAMINATED/UNORGANIZED STATION**

* The last person who occupies the station will be paged immediately and asked to clean the station.
* If no response or actions are taken by the violator, a standard e-mail (see below) shall be sent to notify them of the problem.

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

You did not respond to our notification via page that you need to return a grossing station to a usable condition per the grossing manual.  We request that, in the future, you comply with standard work policies for gross room organization.  Please address any questions to Dr. Pantanowitz.

This e-mail should be copied to the chief resident(s), Dr. Pantanowitz and Matt Gabbeart.