

Bleach Solution Preparation Procedure

Equipment Needed:

- Eye Protection
 - Gloves
 - Apron
 - Measuring spoons and cups
 - A funnel
 - Gallon-sized pitcher
 - A well ventilated area!
 - Material Safety Data Sheet (MSDS) for safety information
1. Gather bottles in separate bins: one for the **Disinfect: Body Fluids and Bathroom and Diapering** solution and one for the **Sanitize: Food Surfaces, Kitchen, Classroom** solution. (The **Disinfectant** and **Sanitizer** bottles should not touch in order to avoid cross-contamination.)
 2. Empty all classroom spray bottles. Wash, rinse and **Disinfect** the outside of the spray bottles. If more convenient, bottles can be washed and sanitized in a dishwasher.
 3. It is required by Labor and Industries that workers wear the recommended protective equipment. For bleach this includes eye goggles, gloves, and an apron. People with respiratory or cardiac health problems should not prepare bleach.
 4. The preferred place to prepare the **Disinfectant** and **Sanitizer** solutions is in a laundry/utility room sink. If one is not available, the solutions can be prepared in a bathroom or kitchen. Be sure the area where bleach is mixed is well ventilated.
 5. Reference the “Method for Mixing Bleach” chart for the appropriate measurements for the bleach concentration used at your site.
 6. Use the appropriate measuring tools to measure the bleach into a gallon sized pitcher. Fill classroom bottles from the gallon pitcher.
 7. Date classroom bottles. Be sure bottles are labeled with the class name so that they will be returned to the classroom they came from.
 8. If bleach solutions are mixed in a kitchen, any counter, sink or surface that comes in contact with the spray bottles should be **Disinfected** with the 3-step cleaning method after the solutions are prepared.
 9. Safely store concentrated bleach out of reach of children, away from food and incompatible chemicals (such as ammonia).