

# BSL – 2 Laboratory Safety Standard Operating Procedure

## This SOP Applies to EVERYONE Working In the Laboratory

Date:

Principal Investigator (Print Name):

Principal Investigator (Signature): \_\_\_\_\_

Department:

Room(s):

Phone:

1. Access to the laboratory is limited to staff, or other persons with permission of the Principal Investigator, when work with BSL-2 pathogens is being conducted.
2. Laboratory staff and all other persons working with infectious substances must wear gloves. . Contaminated gloves must be changed IMMEDIATELY. Under NO CIRCUMSTANCES will gloves be reused.
3. Laboratory staff must wash hands after handling infectious materials, after removing gloves, and before leaving the laboratory.
4. Laboratory staff must not eat, smoke, handle contact lenses, apply cosmetics in laboratory
5. Food for human consumption must stored outside laboratory work area in refrigerators designated for that purpose only.
6. Only mechanical pipetting devices must be used in the laboratory.
7. All sharps must be placed in red (approved) sharps containers.
8. Sharps containers must be turned in when  $\frac{3}{4}$  full.
9. All non-liquid contaminated cultures, stocks, and other biologically contaminated waste must be placed in biomedical waste containers for disposal.
10. All infectious liquids must be autoclaved or disinfected prior to being poured into drain.
11. All procedures must be performed to minimize creation of splashes or aerosols.
12. All work surfaces must be decontaminated at the completion of work, at the end of the day, or after any spill or splash of viable material.
13. All infectious animal carcasses must be disposed of by placing in a plastic bag and placing in infected animal carcass freezer.

14. All laboratory personnel must be screened by Employee Health before working with bloodborne pathogens, e.g., human blood, unfixed tissue, uncharacterized cell lines, etc. or other agents e.g., Monkey B virus or TB, identified as requiring medical screening,
15. Persons who are increased risk of infection, or for whom infection may have serious consequences, must not be allowed to enter laboratory when work with infectious agents are in progress without permission of the Principal Investigator.
16. All persons working in laboratory must be advised of potential hazards.
17. All support personnel must be trained or made aware of hazards before working in the laboratory.
18. Spills and accidents that result in overt exposures to infectious materials must be immediately reported to the Principal Investigator and appropriate medical evaluation must be provided.
19. Laboratory equipment, surfaces and other contaminated materials must be decontaminated with an effective disinfectant on a routine basis, after work with infectious materials is finished, and especially after overt spills, splashes, or other contamination.
20. Contaminated equipment must be decontaminated before the equipment is repaired in the laboratory or sent out of the laboratory for repair, maintenance, or other purposes.
21. A Biosafety Cabinet must be used for all procedures with potential for creating infectious aerosols or splashes, or whenever handling high concentrations of infectious materials.
22. Biological Safety Cabinet must have a current (annual) certification.
23. Biological Safety Cabinet must not be used until it is recertified after relocation, any movement, or dislocation.
24. Centrifuges used for high concentrations or large volumes of infectious agents must have sealed rotor heads or centrifuge safety cups. Safety cups must be opened only in a Biosafety cabinet.
25. Face protection (goggles, mask, face shield, or other splatter guard) must be used for all procedures when such procedures could produce splashes or sprays of infectious or other hazardous materials or when microorganisms are manipulated outside the biological safety cabinet.
26. Protective clothing must be removed and left in laboratory before going to non-laboratory areas (cafeteria, library, administrative areas).
27. Protective clothing must be either disposed of in laboratory or laundered by institution. (NEVER taken home!)
28. Laboratory doors must be locked when the laboratory is not occupied.
29. Spaces between benches, cabinets, and equipment must be kept accessible for cleaning.
30. Eyewash must be flushed at least monthly and kept clear of obstructions.
31. All personnel must know the location of the nearest safety shower and must ensure that area under the shower is kept free of obstructions.