BSL – 1 Laboratory Safety
Standard Operating Procedure (SOP)

This SOP applies to EVERYONE working in the laboratory.
Review BEFORE beginning work.

Date: ________________________________

Principal Investigator (PRINT NAME): ________________________________

Department: __________________________________________________________

Lab Room(s): _________________________________________________________

Phone: ________________________________

1. Access to the laboratory is limited to staff/students, or other persons with permission of the Principal Investigator, when work is being conducted.

2. Laboratory staff must wash hands after handling biological materials, after removing gloves, and always before leaving the laboratory.

3. Laboratory staff must not eat, drink, smoke, handle contact lenses, or apply cosmetics in laboratory.

4. Food for human consumption must be stored outside laboratory work area in refrigerators designated for that purpose only.

5. Only mechanical pipetting devices are to be used in the laboratory.

6. All sharps must be placed in red (approved) sharps containers. Sharps containers must be turned in when ¾ full.

7. Forceps, a brush and pan or other mechanical mean should be used to pick up broken glass. Broken glass may not be picked up by hand. Broken glass must be placed in a sturdy cardboard glass box or sharps container.

8. All non-liquid contaminated cultures, stocks, and other biologically contaminated waste must be placed in biomedical waste containers for disposal.
9. All liquids with viable organisms must be autoclaved or disinfected prior to being poured into drain.

10. All procedures must be performed to minimize creation of splashes or aerosols.

11. 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.

12. All animal carcasses must be disposed of as required by the Environmental Safety Officer.

13. All laboratory personnel must be advised of potential hazards.

14. All support personnel, e.g., maintenance, contractors, administrative, etc., must be trained or made aware of hazards before working in the laboratory.

15. 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.

16. Laboratory equipment, surfaces and other contaminated materials must be decontaminated with an effective disinfectant on a routine basis. Decontamination must also be completed after work with infectious materials and especially after overt spills, splashes, or other contamination has taken place.

17. 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.

18. 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 hazardous materials.

19. Protective clothing must be removed and left in laboratory before going to non-laboratory areas (cafeteria, library, administrative areas).

20. Laboratory doors must be locked when the laboratory is not occupied.

21. Spaces between benches, cabinets, and equipment must be kept accessible for cleaning.
22. Eyewash/eyewash station must be flushed at least monthly and kept clear of obstructions.

23. All personnel must know the location of the nearest safety shower and must ensure that the area under the shower is kept free of obstructions.