

BSL-2 Laboratory Standard Operating Procedure (SOP)

This SOP applies to EVERYONE working in EBS 3130E.

1. Access to the laboratory is limited to trained staff with permission of the WKU IBC, the Principal Investigator and the Biotech Center Coordinator when work with BSL-2 pathogens is being conducted. All persons working in laboratory must be advised of potential hazards.
2. All persons must wear gloves. Contaminated gloves must be changed IMMEDIATELY. Under NO CIRCUMSTANCES will gloves be reused. Gloves can NEVER been worn when touching door knobs or other items that will leave this room.
3. All persons must wash hands after handling infectious materials, after removing gloves, and before leaving the laboratory.
4. Laboratory staff must NEVER eat, smoke, handle contact lenses, or apply cosmetics in the laboratory.
5. Food for human consumption should be stored outside laboratory work area in refrigerators designated for that purpose only.
6. Only mechanical pipetting devices should be used in the laboratory.
7. All sharps must be placed in red (approved) sharps containers. Sharps containers must be turned in when $\frac{3}{4}$ full.
8. 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 sharps container.
9. All non-liquid contaminated cultures, stocks, and other biologically contaminated waste must be placed in biohazard waste containers for disposal. Wastes should be autoclaved within 24 hours of generating waste. It should not sit in the laboratory.
10. All infectious liquids must be autoclaved or disinfected with 10% bleach for 30 minutes prior to being poured into drain.
11. All procedures must be performed to minimize creation of splashes or aerosols.
12. All work surfaces and equipment must be decontaminated at the completion of work, at the end of the day, or after any spill or splash of viable material.
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 identified as requiring medical screening,

15. Persons who are at 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 IBC, PI or Biotech Center Coordinator.
16. Spills and accidents that result in overt exposures to infectious materials must be immediately reported to the Principal Investigator and appropriate medical evaluation will be provided. All incidents require an accident report.
17. The Biosafety Cabinet must be used for all procedures with potential for creating infectious aerosols or splashes, or whenever handling high concentrations of infectious materials.
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 infectious or other hazardous materials.
19. Lab coats must be removed and left in laboratory before leaving the room.
20. Lab coats must be autoclaved prior to being washed.
(NEVER taken home!)
21. Laboratory doors must be locked when the laboratory is not occupied.
22. Spaces between benches, cabinets, and equipment must be kept accessible for cleaning. Lab benches, shelving and drawers MUST be kept extremely clean, organized and uncluttered. Failure to do so will result in loss of use of this facility.
23. Eyewash must be flushed at least monthly and kept clear of obstructions.
24. All personnel must know the location of the nearest safety shower.

**Important: Not ALL BSL-2 organisms are approved for use in this room.
ALL organism must be fully approved by the WKU IBC.**

Use of 3130E is a privilege and failure to comply with any of these SOPs may result in your dismissal and privileges to use this facility being revoked. This is due to the danger one may pose to others in the biotechnology center if these SOPs are not followed.