Title: Procedure for Personnel Sanitation and Safety

Purpose: To provide guidelines for maintaining sanitation, safety and a good laboratory environment for CLASS laboratory personnel.

Procedure:
1. All laboratory personnel will follow Universal Precautions when handling biohazardous material. Universal Precautions are posted in Room A122 and in Room A124. Universal Precautions are also described in the Procedure for Universal Precautions.

2. A Right To Know and Laboratory Safety Standard Reference Guide and a Campus Safety Handbook are available to laboratory personnel in Room A122.

3. Food, beverages, and chewing gum are restricted to Room A120B and A124A. Signs are posted in Room A120B at the two entrances to A120A that indicate that no food or beverage are to be taken into the lab area. The refrigerator in Room A120B is for human food only; no biological material may be stored inside.

4. Smoking is strictly prohibited at CLASS as well as inside the Auxiliary Services Building. Personnel may smoke outside of the building.

5. The application of cosmetics and lip balm as well as the manipulation of contact lenses is prohibited in Rooms A120A, A122, A124, A124B and A128.

6. Mouth pipeting is prohibited at all times.

7. Laboratory personnel are not permitted to wear open toed sandals, shorts, or other apparel that leave the legs exposed while handling biohazardous material, working in the sample preparation stations, or collecting and storing samples and reagents at kelvinators or freezers. Shorts may be worn when lab personnel are strictly performing Kit manufacturing or computer and paperwork tasks. Laboratory personnel are encouraged to keep a pair of long legged pants, such as sweat pants, to change into at the time it becomes necessary to work with biological samples or perform other work with biohazardous materials during the summer months.

8. Never reuse gloves; adequate supplies are available in Room A122.

9. Alternative products such as latex-free gloves are available for those with latex sensitivity. Please make needs and preferences for additional personal protective equipment known to the Lab Manager.
10. Additional personal protective equipment such as masks and face shields are available in Room A122. These are to be used in order to protect staff’s mucous membranes from potential splashes when handling biohazardous material (when pipeting or dumping waste in the sink for example). Safety glasses are also available in Room A122.

11. Hands must be washed after the removal of gloves. In addition, all persons are to remove protective clothing and wash their hands before leaving the laboratory.

12. Laboratory work surfaces should be decontaminated with an appropriate germicide after a spill and when work is completed. A good germicidal agent is sodium hypochlorite (household bleach) prepared fresh daily in concentrations of 1:10. Label the bottle according to the Procedure for Labeling Secondary Reagent Containers. Scientific instruments should also be decontaminated after use.

13. Lab coats are never to be worn while eating or drinking.

14. Laboratory coats are to be laundered when needed through the University Laundry Service, which can be reached at 764-9320 and are located at 1665 Dean Road off of Hubbard Road. Lab coats need to be dropped off and must be labeled with our account number, Auxiliary Services location and department name.

15. An emergency eye wash station and an emergency drench hose are located in Room A122 at the stainless steel sink. Both items are tested on a weekly basis according to the Procedure for Testing Emergency EyeWash Station and Drench Hose.

16. Computer workstations in Room A122 (main lab) and A124B (sample check-in) are labeled whether they are ‘clean or not clean.’ Please adhere to these restrictions. If a computer workstation is labeled ‘clean,’ do not touch the keyboard with gloves.

17. Fire extinguishers are located outside of the external entrances of rooms A120A and A122. Fire extinguishers are also located in the upstairs IT offices (B207). Personnel are trained in the use of fire extinguishers according to the Procedural Worksheet for the Annual CLASS Lab Fire Extinguisher Training and personnel also participate in a fire drill on an annual basis according to the ProceduralWorksheet for the Annual Auxiliary Services Fire Drill.