

Safe Operating Procedure

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Designation: H&S Information Officer

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Title: Containment Level 1: General Laboratory

Location of Activity: CLS

Procedure

Note: This is a summary of the main points. For full details see "Procedures for Safe Working With Microorganisms" at www.lifesci.dundee.ac.uk/services/healthandsafety/other-topics/microorganisms/microorganisms_home.html.

Procedure

1. Read & understand the relevant risk assessment & local rules & receive adequate training from your supervisor.
2. Wear disposable gloves, a white lab coat &, where there is risk of splashing or aerosol production, safety glasses.
3. Use centrifuges in strict accordance with the manufacturer's instructions.
4. When using shaking incubators anchor flasks/tubes securely to prevent spills/breakage; do not overfill flasks; ensure maximum rpm for flask size is not exceeded.
5. Culture vessels must be clearly labelled with your name & the nature of the sample.
6. Waste must be disposed of correctly & all waste containers clearly labelled with your name, lab of origin & nature of the waste. Ensure no chemical waste is present in containers destined for the autoclave.
 - o True sharps & plastic pipette tips must be disposed of into an autoclavable sharpsafe container. The use of sharps must be avoided if at all possible.
 - o Large, glass pipettes must be placed into an "elephant's foot" filled with 1% Virkon solution. Ensure pipettes are fully submerged. The Wash-Up Technician will renew the Virkon solution twice weekly.
 - o Large, plastic pipettes must be disposed of into a small, lined cardboard, biohazard bin. Make sure pipettes are fully discharged of liquid before disposal.
 - o Solid waste must be disposed of into a large, lined, cardboard biohazard bin. There must be no liquid in the solid waste.
 - o Liquid waste must be collected in a plastic aspirator flask or other autoclavable container. Do not add Chlorox or Virkon - they are not autoclave compatible!
 - o Agar plates must be disposed of into a small, lined cardboard, biohazard bin. Once full, loosely tape up neck of liner and deposit in grey, autoclavable bin.
 - o Blood and tissue waste (recognisable as such) must be disposed of as clinical waste (see the CLS H&S web site Waste Disposal section for further details).
 - o Radioactive or chemically toxic waste must not be autoclaved. Consult your BSO for advice.

The Wash-Up Technician will empty solid waste, agar waste & used pipette containers. Other waste containers must be placed in the "for autoclaving tub".

7. Surfaces must be decontaminated after work. Use fresh 1% Virkon solution. Thoroughly spray area, leave for at least ten minutes then wipe down thoroughly with water to remove residue. Do not spray sensitive equipment with Virkon!
8. Reusable glass/plastic ware, if autoclavable, must be sealed in an autoclavable liner and placed in the "for autoclaving tub". If not autoclavable, consult your BSO for advice on disinfection.
9. In the event of a spill, follow SOP number 62.
10. Samples should be stored and transported in robust leak proof containers. Clearly label containers with your name & the nature of the sample. Do not overfill containers that cannot be sealed for transport (e.g. conical flasks). Fragile containers (e.g. glass flasks & bottles) must be transported in a plastic tub on a trolley.
11. Samples in liquid nitrogen cryo-stores must be contained in proper cryo-tubes. Fridge-freezers &

cryogenic storage vessels must be secure & subject to a well maintained inventory system.

12. Before leaving the laboratory area, remove gloves & labcoat then wash hands.

13. Any accident or incident - including a major spill - must be formally reported to your Lab Manager.