**** [Procedure Name]

Biosafety SOP

**Section 1 – Lab-Specific Information**

| **Building/Room(s) covered by this SOP:** | Click here to enter text. |
| --- | --- |
| **Department:** | Click here to enter text. |
| **SOP Prepared by:** | Click here to enter text. |
| **Principal Investigator Name:** | Click here to enter text. |
| **Principal Investigator Signature:** | Click here to enter text. |

# **Section 2 – Biological Hazard Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Biological Agent** | **Risk Group** | **Biosafety Level** | **Potential Hazards** | **Signs/Symptoms of Infection** | **Vaccinations or other medical requirements?** |
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# **Section 3 – Other Hazards**

**Use of sharps:** If using needles or other sharps, list here and describe any specific safety considerations for your work. Consider alternatives to sharps or safety sharps. Also refer to the EH&S [Sharps Safety in Research](https://www.ehs.washington.edu/system/files/resources/sharps_safety.pdf) Focus Sheet and the [EH&S Sharps Safety webpage](https://www.ehs.washington.edu/research-lab/sharps-safety).

**Chemical Hazards:** List chemicals and specific safety information here or refer to chemical SOPs.

**Other Hazards:** List any other hazards to consider here.

**Section 4 – Personal Protective Equipment (PPE)**

List required PPE for this procedure. Considerations are listed below.

**Skin and Body Protection:** Wear a laboratory coat in addition to full length pants or skirts that cover the legs and close-toed shoes that cover the feet.

**Hand Protection:** Wear nitrile gloves during work. Change gloves if contaminated or as needed.

**Eye and Face Protection:** If there is a potential for splash/spatter to the eyes or face, add eye and/or face protection in the form of either safety glasses + a procedure mask, a lightweight face shield, or work behind a benchtop shield. The biosafety cabinet sash does provide protection for splash/spatter to the face. However, if procedures involve large volumes or are particularly messy, consider wearing face protection while working at the biosafety cabinet.

**Disposable sleeves:** Consider adding disposable sleeves if procedures will generate splashes and spatters that could soak or contaminate a lab coat.

**Other PPE:** Certain procedures or biological agents may require double gloves, rear-closing gowns, etc.

# **Section 5 – Equipment and Engineering Controls**

**Biosafety cabinet:** Perform aerosol-generating activities inside a biosafety cabinet. What specific parts of the procedure must be performed inside a biosafety cabinet? List specific biosafety cabinet locations.

**Centrifuge:** When centrifuging biohazards, use aerosol containment safety cups, a centrifuge with a sealed rotor or a centrifuge inside a biosafety cabinet. Load/unload centrifuge safety cups inside a biosafety cabinet. List locations of centrifuges that can be used for this procedure.

**Other equipment:** If using a sonicator, homogenizer, microtome or other laboratory equipment, list locations and safety information. Use aerosol-generating equipment inside a biosafety cabinet.

# **Section 6 – Decontamination**

List approved disinfectants for this procedure and agents. Include location, required contact time, required dilutions, etc.

# **Section 7 – Waste Disposal Procedures**

List any specific waste disposal information including packaging, storage, and how waste will be treated prior to disposal (e.g., autoclaved on-site, transported to an autoclave cost center, shipped via contractor).

**Liquid biohazardous waste:** Add bleach for a final concentration of 10% bleach. Let sit at least 30 minutes before pouring down the drain.

# **Section 8 – Transport**

If biohazards will be transported (within a building or between buildings), list specific procedures here. Include appropriate primary and secondary containers. Refer to [Appendix C](https://www.ehs.washington.edu/system/files/resources/uw-biosafety-manual.pdf#page=99) of the Biosafety Manual for the University’s biohazard transport policy.

# **Section 9 – Spill and Accident Procedures**

List any lab-specific spill or accident procedures here.

Be sure both the [Exposure Response Poster](https://www.ehs.washington.edu/system/files/resources/exposure-response-poster.pdf) and [Spill Response Poster](https://www.ehs.washington.edu/system/files/resources/spill-response-poster.pdf) are posted in the lab. In the event of a biological spill, refer to the Spill Response Poster. For more detailed information, see [Biohazardous Spills](https://www.ehs.washington.edu/system/files/resources/biohazardous-spills.pdf) and [How to Make a Biohazardous Spill Kit](https://www.ehs.washington.edu/system/files/resources/biohazard-spill-kit.pdf). In the event of an exposure, accident or injury, follow the instructions on the Exposure Response Poster. Call 911 in an emergency.

Report any exposures, accidents, injuries or spills via the [EH&S Online Accident Reporting System (OARS)](https://oars.ehs.washington.edu/). If a spill or exposure involves recombinant or synthetic DNA/RNA, report as soon as possible to EH&S Research and Occupational Safety at 206-221-7770.

# **Section 10 – Protocol**

Click here to enter text.

# **Section 11 – Documentation of Training (signature of all users is required)**

The Principal Investigator must ensure that all laboratory personnel receive training on the content of this SOP.

**I have read and understand the content of this SOP:**

| **Name** | **Signature** | **Date** |
| --- | --- | --- |
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