

Analysis Research Service Center

Standard Operating Procedure for Biosafety Level 2 Samples in Shared Facilities

Introduction

Any work with cells or materials classified as Biosafety Level 2 (BSL2) **must be approved** by the Institutional Biosafety Committee/Recombinant DNA Committee at Texas State University. To apply, see [<http://www.txstate.edu/research/orc/biosafety.html>]. Please note that not all BSL2 work will be approved. Additionally, biosafety classification work above BSL2 is not permitted at Texas State University.

Regarding BSL2 agents crossing lab boundaries

When BSL2 cells or materials traverse from one lab setting to another, additional approval is required by the receiving lab manager *prior* to bringing any BSL2 material into the lab space. This is especially important for shared facilities like the Analysis Research Service Center (ARSC), where the lab user base may have little or no knowledge of the hazards associated with BSL2 agents.

Procedure for obtaining approval to bring BSL2 agents into the ARSC

- 1) PI of the project must forward the original approved application from the Institutional Biosafety Committee/Recombinant DNA Committee
- 2) PI of the project must provide the ARSC with a standard operating procedure (SOP) detailing (at minimum) safe handling practices, disinfection protocol, and volume of sample.
- 3) ARSC will notify the PI of the decision to accept the BSL2 agent/process into the shared facility
- 4) The user and PI sign a BSL2 operator authorization form and relay this signed document to the ARSC

Furthermore, the safety and protocol requirements listed below will ensure you and other users of the shared facility are safe when such experiments are carried out.

Regarding BSL2 Samples, Transport, and Storage

- Users must prepare samples outside ARSC facilities using the appropriate tissue culture hoods and safety procedures.
- Users must label samples with identity, biosafety hazard level, PI's name, user's name, Biohazard symbol, and date.
- Users must carry samples to the ARSC facility in a secondary container that is closed and leak proof.
- Users may not store biohazardous samples inside the ARSC facility.

- Samples in Eppendorf tubes should not exceed 2 mL, samples that are in culture dishes should not exceed 10 mL.

Regarding Personal Protective Equipment (PPE)

- Users must wear required PPE at all times:
 - **Users must wear nitrile gloves or other appropriate protective gloves when handling samples in accordance with OSHA and CDC guidelines in regard to the specific agent in use.**
 - Users working with BSL2 samples must bring their own lab coat (you must wear in transit to the ARSC).
- **Users must remove gloves prior to touching the microscope or computer.**

Regarding Shared Research Facilities

- Users must place a notification, hazard, and identification sign on the main entrance to the facility anytime they will actively work with a BSL2 sample.
- Users must verbally inform all other personnel in the lab space anytime they will actively work with a BSL2 sample and inform them that lab coats are required for all people in the lab space during this time.
- Users must keep laboratory doors shut when experiments are in progress.
- Users must follow all ARSC policy, procedures, and SOP at all times.
- Pregnant women, person's on steroid therapy, or immunosuppressive drugs shall not work in the facility prior to a thorough evaluation of the risks involved. The decision to allow these persons to work in the facility is made by the person's medical doctor and responsible PI with notification to ARSC management.
- Persons with a fresh or healing laceration or skin lesions should not work with infectious material unless the injury is completely protected. Personnel with injuries of this type must notify their PI and ARSC management prior to working in the facility.

Regarding Cleaning, Spills and Personal Etiquette

- Users must wipe down microscope stage and prep area with tissue soaked in 70% ethanol, or other appropriate disinfectant. Users must decontaminate all potentially contaminated equipment and workspaces.
- Users must perform all procedures to minimize the creation of splashes and/or aerosols.
- Users must thoroughly clean up spills and report any spills to ARSC management and their PI.

- Users must report any illnesses or symptoms known to be associated with organisms, or any change in medical conditions to their PI, EHS&RM, and ARSC management.
- The ARSC is NOT equipped to handle any BSL2 waste. **All BSL2 waste must be removed from the facility.**
- Users must wash hands with soap and water thoroughly:
 - After working with any biohazard
 - After removing gloves, laboratory coat, and other contaminated protective clothing
 - Before leaving the laboratory area
 - After a spill and appropriate clean up
- Users must not touch their face when handling biological material.

BSL2 Operator Authorization Form

Hereby, I (print name) _____, (netid) _____
 certify, that:

- I have completed a self-study course in “BSL-2” safety from _____ and passed the corresponding test with a 100% score
- I understand the biological hazards associated with BSL2 samples
- I have read through and understand the above policy and procedures regarding working with BSL2 samples in Shared Research Spaces

User signature: _____ Date: _____

Principal Investigator Signature: _____ Date: _____

Please fill out this form and deliver to the ARSC mailbox located at the MSEC front desk at RFM 3rd floor (RFM 3205).