

# Standard Operating Procedure

**LOCAL SAFETY OFFICER:** Eliza Morris (McKay 517)

**PRIMARY USERS:** D. Vader, K. Kasza, Y.C. Lin, L. Jawerth, T. Angelini, E. Morris

**ROOM:** McKay 513

**P.I.:** David A. Weitz

**DATE:** September 2008

**TYPE OF RESEARCH:** Cell Culture and Microscopy

**HAZARDS:** Biological materials (cells), syringes, UV light

## **RESTRICTIONS:**

- Do not use dangerous chemicals in this room.

## **PROTECTIVE CLOTHING:**

Check the **MSDS** section on protective clothing for each chemical in use. The MSDS are on the web at ([http://www.uos.harvard.edu/cgi-bin/msds/msds\\_bl.pl](http://www.uos.harvard.edu/cgi-bin/msds/msds_bl.pl)) and are **also kept in the drawer next to the sink in McKay 531.**

**Gloves-** Must be worn when working in cell culture room at all times when manipulating biological materials.

## **GENERAL HOUSEKEEPING RULES:**

**ALL** sample vials must be labeled with contents, owner's name, and a date. **ALL** microscope slides, vials and cell culture wells that are not labeled with the owner's name will be thrown out when we see them. It is good practice to take the time to label your containers **BEFORE** you fill them.

Boxes containing new (unused) microscope slides and coverslips should be left closed, to keep them clean.

Bags containing new (unused) wells should be resealed if possible, to keep them sterile.

As a general rule, bags containing unused sterile equipment should be opened ONLY under a functional (vent ON) biological fume hood.

Be respectful of other people when using shared facilities and clean up after yourself.

Return borrowed tools ASAP to the tool chest from which they came.

Any glassware should be cleaned and hung to dry and/or put away before leaving the room.

Clutter should be avoided.

If the supply of a specific item runs out, inform someone in the lab who can make sure more is ordered.

### **WASTE DISPOSAL RULES:**

All glass should be disposed in an appropriate Broken Glass Waste Box. Biohazard sharps go in the red sharps collection containers (see below).

ALL sharps (including razor blades and syringes) are considered a biohazard and must be disposed of in an appropriate Sharps Collection container.

**Satellite Accumulation Area (SAA)** is located in McKay 513. Pipets, pipet tips, cell culture wells and all other non-glass, non-sharp items should be disposed of properly in the biohazard waste box (cardboard box next to hood).

**DO NOT ALLOW BIOHAZARD BOX TO OVERFLOW!** When it is **3/4 full** (no pipets sticking out, please), close both biohazard waste bags tightly, use cardboard cover for the box and seal with tape; write down room# and date on top of box. D. Vader is in charge of bringing full boxes down to disposal area (McKay basement, end of hall). Once a box has been closed, assemble a new one for future use, with TWO waste bags inside.

**LIQUID CELL CULTURE WASTE** (regular cell culture media, PBS, trypsin. No hazardous chemicals or pharmaceuticals in this waste stream!) collected in the hood should be disposed of when container reaches  $\frac{3}{4}$  full. Add 15% bleach to container. Let sit for 20 minutes before washing down the sink.

### **CHEMICAL STORAGE:**

- Cold room (+4 degrees C): bio-related solutions and items may be stored there, if properly labeled..Dangerous chemicals (very high, low pH, explosives) may not be stored in there.

- Freezer (-20 degrees C): same as above.
- Small fridge in cell culture room: same as above. Make sure to clear expired items. Once a month, this fridge will be cleaned up; any unclaimed items will be disposed of.

### **CELL INCUBATOR:**

When placing cells in incubator (5% CO<sub>2</sub> or 10% CO<sub>2</sub>), include name, date and type of cell on sheet posted on incubators. Include name and date on all samples.

If you have any problems with the incubators, contact Karen Kasza (McKay 525) or David Vader (McKay 525).

Incubators will be cleaned at least once a month; any unclaimed or unlabeled dishes will be disposed of.

### **SPECIAL TRAINING REQUIRED:**

All lab personnel who generate Hazardous Waste must have current Hazardous Waste Disposal\* training which includes the initial "live" training and annual "online" refresher training which is located through <http://www.uos.harvard.edu>.

All persons working in the hood and with biological materials should have an appropriate training for that.

Cell culture facility training can be done with K. Kasza (McKay 525), T. Angelini (McKay 525), or D. Vader (McKay 525). Contact K. Kasza for cell culture facility use.

**Safety training is offered through the SEAS Safety Committee. Contact the local safety officer for more details.**

### **CHEMICAL SPILL CLEAN-UP PROCEDURES:**

Small spills should be cleaned up by those in the lab. There is a **Spill Kit (big yellow box)** located in McKay 531.

For large spills, clear the area of personnel and call the EH&S control center at **5-2852**.

**OTHER RELEVANT COMMENTS:**

Do not attempt to use ANY equipment which you are not trained to use.

Basic medical kit is near the elevator.

The **eyewash** is located by the sink and the **safety shower** is near the cold room.

If you have any questions ASK your local safety officer.