

Biolab agreement

SupraFAB, Labs 114-114.7, 115- 115.7., 026-026.4, 027, 027.1

Introduction checklist for based on safety guidelines & biolab rules

updated 29.06.2022

<p>New students/people have to be introduced once by the Biolab technicians (Elisa or Johanna) and the project leader based on the</p> <ul style="list-style-type: none">I) Operating instructions according to § 17 paragraph 2 GenTSV & § 14 BioStoffV for work in genetic engineering facilities of security level 1 and 2 – Facility 92/14,II) current Annex 2 Part A II GenTSV &III) the rules in the biolab agreement, <p>and need to sign in the participation protocol, to document that they know, understand, & follow the safety guidelines and biolab rules (see page 3).</p>	<input type="checkbox"/>
<p>Above, every biolab user has to participate once a year in the safety instruction seminars on</p> <ul style="list-style-type: none">I) general lab safety, &II) working in containment level S2 & BIO II. <p>Yearly participation has to be documented in the participation protocol (see page 3).</p>	<input type="checkbox"/>
<p>New users need to have sufficient English language skills & must be introduced to the other Biolab members as well as added to the Biolab mailing list.</p> <p>You can use the labs only by booking the devices with openIris.</p>	<input type="checkbox"/>
<p>Obtain knowledge of how to behave in case of fire and emergencies (fire-extinguisher, fire detector, emergency exits, collecting point/where to meet in case of fire), body- and eye showers, & emergency phone numbers (intern: 55112, extern: 112).</p>	<input type="checkbox"/>
<p>Projects involving bio/microorganism or hazardous compounds have to be approved by the PI of the S2 biolab (Katharina Achazi) & registered by a biolab technicians (Elisa Quaas, Johanna Scholz,) in the bio organism list or CLAKS, respectively.</p>	<input type="checkbox"/>
<p>Obtain knowledge of proper handling and risks of bio/microorganism and hazardous substances (R-/S-phrases, limit of solvents).</p>	<input type="checkbox"/>
<p>All working areas are assigned & equipped for certain applications & are not to be used for other applications. Pipettes & other equipment must stay at the place and cannot be moved elsewhere.</p>	<input type="checkbox"/>
<p>Refill all consumables like tips, tubes, gloves, Milli-Q water, buffers, paper towels, etc. when you empty them.</p>	<input type="checkbox"/>
<p>Obtain knowledge of the storage rooms and inform Elisa about stocks that are about to be finished, so new stocks can be ordered in time.</p>	<input type="checkbox"/>
<p>Obtain knowledge of the logistics of sterilized items. There are spaces for refilling containers for consumables to be sterilized. Wear gloves while refilling tip boxes and respect sterilized items marked with indicator tape.</p>	<input type="checkbox"/>
<p>Solid S2 waste, tips, serological pipets and used gloves are collected in the small bags on the benches. When these are full, transfer to the large white S2 waste bins. <u>Those are only for solid waste!</u></p>	<input type="checkbox"/>

When the large waste bins are full, transfer them closed to the collecting tray at the autoclave, remove the bag and mark it with indicator tape.	<input type="checkbox"/>
Liquid S2 waste from the cell culture benches is collected in big bottles below the benches. When the bottle is 2/3 full, replace it with an empty one, transfer the bottle in a closed bucket to the collecting tray at the autoclave & mark it with indicator tape. <u>open the lid of liquid waste carefully!!</u> Other liquid S2 waste is collected in glass bottles & needs to be labeled & mark it with indicator tape.	<input type="checkbox"/>
Sharp items (<i>glass slides, needles, etc.</i>) are collected separately in a sharp item box or in a 50 ml Falcon tube & then in the S2 solid waste. Sharp item, that will be re-used are collected in the decontamination bath.	<input type="checkbox"/>
Other waste is collected as appropriate (<i>normal waste bins, solvent waste, etc.</i>).	<input type="checkbox"/>
In order to use devices (<i>flow cytometer, plate reader, microscopes, etc.</i>) an introduction from the responsible person for that device is necessary.	<input type="checkbox"/>
It is strictly forbidden to bring bacteria or fungi (<i>yeast</i>) to the cell culture rooms.	<input type="checkbox"/>
Before using the cell culture equipment (<i>laminar flow hoods, incubators</i>), a practical introduction to sterile technique by an experienced Biolab user is necessary.	<input type="checkbox"/>
Wear safety clothes (gloves, lab coat, closed shoes, safety glasses) in the lab. Do not wear lab coats in the hallway.	<input type="checkbox"/>
Wearing gloves is not allowed on the hallways & in the office rooms, even if they are clean.	<input type="checkbox"/>
Do not touch door knobs, faucets, computer keyboards etc. with gloves.	<input type="checkbox"/>
All samples, boxes, bottles etc. must be labelled with content, date & name.	<input type="checkbox"/>
Any sample stored in the liquid nitrogen tank or the -80°C freezer need to be noted in the respective content lists.	<input type="checkbox"/>
It is forbidden to work alone in the lab especially in the night or on weekends.	<input type="checkbox"/>
It is forbidden to eat, drink, & smoke in the lab.	<input type="checkbox"/>
Doors need to be locked if no one is in the room especially in the night or on weekends.	<input type="checkbox"/>
It is forbidden to open the liquid nitrogen containers before 9:30 pm to 8 am & on weekends & when the supply tank is not connected (<i>~ Monday 5pm - Tuesday 12 am</i>).	<input type="checkbox"/>
Labs, disinfection and soap supplies, benches & work places must be tidied up, cleaned and disinfected using 70% EtOH (<i>for BIO II: Meliseptol</i>) after work & all devices should be switched off!	<input type="checkbox"/>
Biolab users have to participate in the monthly Biolab cleaning (<i>last Wednesday of the month</i>) & biolab duties, e.g. autoclave service, liquid nitrogen refilling, exchange of CO ₂ bottles, refilling service.	<input type="checkbox"/>

Protokoll über die Sicherheitsunterweisung für Laborpersonal und Mitarbeiter der gentechnischen Anlage 92.14 nach § 12 Absatz 2 GenTSV (Sicherheitsstufe 2, S2) und nach § 12 BioStoffV (Schutzstufe 2, BIO II)/

Protocol on safety training for laboratory personnel & students of the genetic engineering facility 92.14 according to § 12 section 2 GenTSV (safety level 2; S2) and according to § 12 BioStoffV (protection level 2, BIO II)

Ziel der Unterweisung / *Instructional goals*: Aufklärung der im Labor arbeitenden Personen über reale und potenzielle Gefahren am Arbeitsplatz sowie über Details der Sicherheitseinrichtungen und zur Verfügung stehender Schutzausrüstung. / *To inform individuals about real and potential dangers in the workplace, as well as to provide details about safety equipment and procedures.*

Inhalt der Unterweisung / *Instructional content*:

- Gefahren und Klassifizierung von gentechnisch veränderten Organismen (GVO) und Biostoffen, Sicherheitsstufen / *potential hazards and classification of genetically modified organisms (GMOs) and bio-materials used, containment level area*
- Gefahren und Klassifizierung von Biostoffen, Sicherheitsstufe / *potential hazards and classification of biomaterials used, containment level area*
- Sicherheitsrichtlinien / *safety guidelines*
- Arbeiten in der Sicherheitsstufe S2: Aufbau, Verwendung, Lagerung, Entsorgung und Transport von GVO / *working in containment level S2: construction, use, storage, disposal and transport of GMOs*
- Gezielte Arbeiten mit Erregern der Risikogruppe 2 und nicht gezielte Arbeiten mit humanen Geweben und Körperflüssigkeiten mit biologischen Arbeitsstoffen der Risikogruppe 3** in Laboratorien der Schutzstufe 2/ *Targeted work with pathogens of risk group 2 and work with human tissues and body fluids with biological substances of risk group 3** in laboratories of protection level 2*
- Entsorgung / *waste disposal*
- Erste Hilfe, Verhalten im Gefahrenfall und Evakuierung im Brandfall / *first aid, behavior in case of danger and evacuation in case of fire*
- Flüssiger Stickstoff, Handhabung von Autoklaven / *liquid nitrogen, handling of autoclave*
- Arbeitsmedizinische Vorsorge / *preventive occupational medical care*

Die Unterweisung wird anhand des biolab agreements, der Sicherheitsrichtlinien und Instruktionen für Laborarbeiten in Gentechnik (*Betriebsanweisung*), der Betriebsanweisung für nicht gezielte Arbeiten mit humanen Geweben und Körperflüssigkeiten und einer PowerPoint Präsentation durchgeführt. /

For the introduction thebiolab agreement, the Safety Guidelines and Instructions for Laboratory Work in Genetic Engineering (Betriebsanweisung), the operating instructions for work with human tissues and body fluids and the PowerPoint presentation is used. Unterschriftenliste Sicherheitsunterweisung für Laborpersonal und Mitarbeiter der gentechnischen Anlage 92.14 nach § 12 Absatz 2 GenTSV (Sicherheitsstufe 2, S2) und nach § 12 BioStoffV (Schutzstufe 2, BIO II)/

Signature list safety training for laboratory personnel & students of the genetic engineering facility 92.14 according to § 12 section 2 GenTSV (safety level 2; S2) and according to § 12 BioStoffV (protection level 2, BIO II)

Unterweisende Person/ *Instructor:*

Dr. Katharina Achazi (Projektleiter Gen-Anlage 92.14)

Vorname & Nachname/ <i>first name & last name</i>	Arbeitsgruppe/ <i>research group</i>	zedat Account	Datum/ date of <i>introduction</i>	Unterschrift/ signature	Unterweisende Person <i>(wenn andere als oben genannt)/ Instructor (if different from above)</i>

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