

## Student Policy Checklist, Ver. 1.1

All students and personnel working in the BSL-2 G587 Multi-Use Teaching Laboratory must check off all items in this list. On the last page, sign and date, which will confirm that this signature constitutes understanding and compliance with all of the items in the checklist. This checklist must be completed, signed and submitted to the instructor of record by all students on or before the first day of a class. Faculty only need to review and sign once for each class taught in this laboratory.

### Faculty Only:

All faculty and laboratory personnel are required to complete the **SMU Biological Use Authorization** form (attached) when biological agents are being used in the course. Faculty not using biological agents in their laboratory course work, for example, the use of slides and computers only, are required to fill out this form for their course only for the first time it is being taught in this laboratory or only when biological agents are being used in the course.

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### Faculty and Students:

- 1) Access to the laboratory is limited at the discretion of the Laboratory Coordinator, principal investigator on a research project being conducted in the laboratory or instructor of record for a course in which biological agents are being used.

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- 2) All of the following are prohibited at all times in the laboratory irrespective as to whether or not biological agents are being used:
  - a) Eating or consuming of liquids of any kind.
  - b) Smoking
  - c) Handling or applying contact lenses
  - d) Applying cosmetics, lip balms, lipstick etc.
  - e) Storing food and liquids intended for human use.
  - f) Mouth pipetting for any reason.
  - g) "Street" jackets, hats, scarfs, gloves, back packs, shoulder bags, brief cases etc. are not allowed to be brought into the laboratory at any time. These items must be stored in lockers outside the laboratory. Computers, notebooks and limited stationary supplies are allowed. The purpose of this regulation is to prevent the contamination of these items from a laboratory bench that may not have been properly decontaminated.

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3) All of the following items are prohibited at all times when biological agents are in use (live microorganisms, live human and/or animal tissue cultures, toxins known to affect humans, human genes, body fluids and unfixed or fixed human tissues).

a) All of the items in 2) above.

b) Open toe shoes, sandals of any kind, flip flops etc.

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4) All of the following are required when biological agents are in use. For courses in which no biological agents are used, these items are at the discretion of the instructor of record:

a) Gowns, aprons or other protective coverings are required. These items may be disposable or non-disposable. For non-disposable items they must be put into a labeled hamper and sent to a laundry facility. None of these lab coat or apron items of either disposable or non-disposable may be worn outside the laboratory or taken out of the laboratory for any reason at any time.

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b) Safety eyeglasses must be worn at all times while in the laboratory.

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c) Disposable latex, nitrile or vinyl gloves must be worn at all times while in the laboratory. Gloves are single-use and must be disposed of in the red biohazard-labeled containers.

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d) Hands must be washed after removing the gloves and again before leaving the laboratory.

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e) All sharps must be placed in the red sharps containers labeled with the Biohazard sign and found on the benches in the laboratory.

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f) When handling biological agents in such a way that aerosols may be formed, then all this must be done on the laboratory laminar flow hood.

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g) All students and personnel must know the location of the eyewash station and safety shower.

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- h) Spills and accidents involving biological agents must be reported immediately to the laboratory supervisor, instructor of record, or principal investigator. An **Incident Report** must be filled out by one of those to whom the accident is reported and a copy submitted to the SMU Basic Sciences Biosafety Committee (BSBC). The Incident Report form is attached.

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- i) All workbench surfaces must be cleaned with ~5,000 ppm (10% v/v) bleach in tap or DI water at the end of the class period or following any accident or spill.

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- j) All biological agents (serums, urines, cultures, tissues etc.) are required to be placed into leak proof bags when being transported within or outside of the laboratory. These bags are then to be placed into labeled floor buckets for disposal if required. These are taken away for incineration by a contract company.

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- k) All laboratory entrance and exit doors must be locked at all times when biological agents are present. Entrance by students and/or faculty will be only through key card entry using the faculty or student SMU identification badge.

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Print Name

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Signature

Date