IRis

Northeastern University

Office of Environmental Health & Safety Forms

Office of Environmental Health & Safety

May 01, 2005

Standard Operating Procedure Form

Office of Environmental Health and Safety, Northeastern University

Recommended Citation

Office of Environmental Health and Safety, Northeastern University, "Standard Operating Procedure Form" (2005). *Office of Environmental Health & Safety Forms*. Paper 9. http://hdl.handle.net/2047/d20003693

This work is available open access, hosted by Northeastern University.

This Form is a template to write your Biosafety SOPs.
YOU MUST CUSTOMIZE THIS FORM ACCORDING TO YOUR INDIVIDUAL RESEARCH PROJECT!
Please note: by filling out and sending this form along with your application, you are stating that all things listed on this form will be implemented in your laboratory.

Decontamination of Work Areas and Equipment

All work areas and equipment will be decontaminated with a liquid chemical disinfectant (fill out the type of disinfectant to be used. i.e. sodium hypochlorite (bleach), Wescodyne, or 70% Ethanol.) The disinfectant will be applied liberally. If bleach is used, the solution will be made fresh on a **daily** basis using 1 part bleach in 10 parts water. The solution will be labeled as to contents and date of preparation. Equipment to be decontaminated includes (list all equipment that needs to be disinfected. ANY equipment that comes into contact with the human material will need to be disinfected.)

Waste Management

Per Massachusetts regulations:

All sharps will be placed in a leakproof, labeled sharps container regardless of whether they are contaminated with biohazardous material. Care must be taken to not overfill the container. Close the container when approximately 2/3 full and use a new container. The PIs name and lab number will be written on the side of the sharp container and will be dropped off during EH&S waste room hours.

All biohazardous liquids will be treated with sodium hypochlorite (bleach). One part bleach will be added to 10 parts of liquid. The solution will be allowed to sit for at least 30 minutes prior to sink disposal.

All solid non-sharp biohazardous materials will be placed in labeled containers lined with biohazard bags. Containers will be closed when not in use. When approximately 2/3 full, the container will be removed to the autoclave room (room #) and bags will be removed from the container and autoclaved (x minutes at y temperature). When cool, autoclaved bags will be bagged in a black bag. All personnel will attend autoclave training and take the online autoclave training through the EH&S web site.