THOMPSON RIVERS UNIVERSITY | Risk & Safety Services

Good Microbiological Laboratory Practices (GMLP)

RSS 20.06.4

Program/Services Biosafety Instructors & Students	**Safe Work Procedures**		**Department:** Risk and Safety Services
Personal Protective Equipment or Devices Used • Lab coat • Safety goggles • Gloves • Proper footwear • Covered legs	**Training Requirements** • In person safety training	**Applicable Documents**	**Effective Date:** May 22, 2019 Updated: August 1, 2024

- Post a Department Emergency Information sign at the laboratory entrance. Include the name and contact information of the laboratory supervisor or another responsible person.
- Restrict laboratory access; keep doors locked when the laboratory is unattended.
- Ensure that everyone entering the laboratory understands the hazards associated with the lab.
- Keep the lab clean and free of clutter.
- Ensure that emergency safety equipment (e.g., fire extinguishers, eyewashes, showers) are accessible and in working order.
- Prior to initiating any work, review the relevant SDS and PSDS associated with the intended activity and keep them close at hand for quick reference.
- Wear appropriate lab attire:
  - Fastened knee-length lab coat, never worn outside the laboratory
    - Prior to donning a lab coat, carefully inspect the lab coat for holes, tears, evidence of contamination, and inside the pockets for debris. If any of these are found, notify lab supervisor/staff and obtain a new lab coat, which must be inspected for holes, tears, contamination, and debris prior to use. Only use lab coats that are free from the above deficiencies;
  - Gloves: when deemed necessary and always when handling infectious materials or when working in a biological safety cabinet; remove and dispose of them before leaving the laboratory. Prior to donning gloves, inspect them for thinning areas, holes, tears, and other imperfections that could impede their protective qualities. Discard gloves with any of the above imperfections and obtain new gloves. Only use gloves that are free from deficiencies that could impede their protective functions. Wash hands before and after use;
  - Eye and face protection when necessary.
  - Footwear with closed toes and heels.
  - Covered legs. Note shorts, Capri pants, short skirts, etc., do not provide adequate skin coverage and are not permitted.
- Never perform experiments using your own cells.

- Never eat, drink, store food or drinks and related utensils, apply cosmetics or lip balm, handle contact lenses or take the medication in the laboratory.
- Perform all procedures in a way that will minimize splashes, spills, and the generation of aerosols.
- Never pipet any substance by mouth.
- Avoid touching one's mouth or eyes.
- Tie back long hair.
- Restrict the use of needles and other sharps to those procedures for which there are no alternatives. Do not bend, break, shear or recap used needles or remove them from disposals.
- Dispose of all contaminated sharps in the labeled, leak- and puncture-proof, yellow sharps containers meant for biohazardous waste.
- Substitute plastic ware for glassware whenever possible. Avoid direct handling of broken glassware; pick up using a brush and dustpan, tongs, or forceps.
- Avoid bringing items (e.g. books, cell phone) that cannot easily be decontaminated into the lab.
- Store personal items such as purses, backpacks and street clothing separately from PPE and away from areas where biological material is handled. Use the lockers located outside the lab to store personal items.
- Cover any open wound, cut, scratch or graze with a waterproof dressing and disposable gloves.
- Use disinfectant traps and in-line filters to protect vacuum lines from contamination.
- Wash hands after removing gloves and other personal protective equipment, after handling viable materials and animals, and before leaving the laboratory.
- Follow appropriate cleanup and disposal procedures:
    - Decontaminate work surfaces with an appropriate disinfectant before and after every experiment as well as following any spill;
    - Ensure that all cultures and stocks are decontaminated before disposal;
    - Decontaminate glassware, instruments and lab coats before reuse, recycling or disposal;
    - Dispose of clean broken glassware in the puncture-proof carboard container labelled broken glass;
    - Ensure that contaminated clothing is decontaminated before laundering.
- Report all spills and accidents/incidents (including near-misses) to your supervisor and RSS, using the University online Incident Report Form.

I _____ have read RSS 20.06, understand it, and agree to follow the directions found therein.

Signed _____