

MEDICAL MICRODEVICE ENGINEERING RESEARCH LAB

DAVE C. SWALM SCHOOL OF CHEMICAL ENGINEERING AT MISSISSIPPI STATE UNIVERSITY

BioSafety Contract for M.D. - ERL (updated 19 June 2008)

I, _____, as a student worker in the Medical micro-Device Engineering Research Laboratory (M.D. - ERL), have participated in this BioSafety Training on _____. I understand I will have to repeat this training each semester to continue working in M.D. -ERL. I have discussed, understood, and will abide by the following important safety practices:

- _____ 1) I agree to not eat, drink, or chew gum in the lab. This includes no tobacco products, handling of contact lenses, etc. Store food / drinks on the desk outside the lab or in the lockers.
- _____ 2) I agree to wear long pants & closed toed shoes at all times in the lab. I will not cross the yellow & black line without donning proper personal protective equipment (lab coat, safety glasses, gloves).
- _____ 3) I know where the eyewash station and shower are located and how to use them.
- _____ 4) In accordance with chemical safety, I will obtain MSDS for any chemical I order, place this copy in the lab's MSDS folder, and verify with Aytug, the laboratory manager. Before handling or using any chemical already in the lab, I will consult the MSDS for proper handling guidelines.
- _____ 5) I will dispose of chemicals in the proper hazardous waste container, which I will help keep clearly labeled with "HAZARDOUS WASTE," contents, name(s), date and capped at all times.
- _____ 6) I will only use mechanical pipetting devices and will not use my mouth.
- _____ 7) I will not handle broken glassware with my hands. I will use a broom & dustpan to dispose in the sharps container. I will place all other sharps in the sharps container. These include all slides, coverslips, glass pipettes, pipette tips, capillary tubes, needles, syringes, etc. I understand these contaminated sharps, any biofluids, solutions of biofluids, or materials that have come in contact with a biofluid, and all material in the biohazard disposal bag must be decontaminated (autoclaved / chemically treated with 10% bleach solution for > 20 minutes) before disposal (refer to procedure on bulletin board).
- _____ 8) I will immediately report any spills or accidents to the supervisor, Dr. Minerick, and I am familiar with the posted contact information. (Office: 662-325-7323, Cell: 662-722-1243, email: minerick@che.msstate.edu). For a spill, I will wear protective gloves and use paper towels to clean up loose liquid. I will use a 10% bleach solution to disinfect the entire area, allowing for > 20 minutes of contact time, then place all materials in a labeled biohazard bag for disposal. Sharps injuries can be kept confidential between the injured and Dr. Minerick. A separate log will be kept and the injured should follow guidelines in M.D. ERLs Exposure Control Plan.
- _____ 9) I will wash my hands before exiting the lab, after removing gloves, and before eating. Further, I will remove gloves and then wash my hands before touching the computer keyboards. This ensures contamination on the gloves is not transferred to doorknobs or other surfaces that are typically touched with a bare hand. Do not touch hand-washing sink with gloved hands.
- _____ 10) My bags and other belongings will be stored outside the lab. The lockers are available for my use and I will bring my own lock to secure them.
- _____ 11) I understand that gloves, a lab coat, and safety glasses must be worn at all times when handling any biofluid or equipment and that a facemask must be worn during centrifugation. The centrifuge has sealed safety cups within which I will place my sample vial; when done, I will remove this entire cup and open it only in the Biosafety cabinet.
- _____ 12) When transporting biofluids to or from this lab, I will enclose it in two leak-proof plastic bags and then inside a padded container that prevents leakage.
- _____ 13) In accordance with IRB regulations, I will refer to blood samples only by type and will give no indication to anyone who the donor is.
- _____ 14) I will store all biofluids and biofluid solutions in the refrigerator (blood) / incubator (Vibrio) unless Dr. Minerick approves another location.

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[HTTP://WWW.CHE.MSSTATE.EDU/RESEARCH/MDERL/](http://www.che.msstate.edu/research/MDERL/)

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- _____ 15) I understand that all blood pipetting, solution preparation, and other must be completed in the Biosafety Cabinet or behind the Plexiglas shield provided (all other PPE still applies).
- _____ 16) I will label every vial or container I use with the contents, my name & the date. If the contents are a biofluid of any type, I will place a biohazard sticker on the vial (located in the cabinet).
- _____ 17) I will not use the same pen with my gloves in the lab as I use outside the lab. I will designate a special lab pen for use with my gloves. I will only use the blue pens provided in the wire mesh cup on the biohazard side of the lab and will not cross-contaminate with the clean pens on the computer desk. I will not place pens behind my ear or in my mouth. I will place my lab notebook in a decontaminated area and minimize contamination to it.
- _____ 18) I understand that the microscope controls and computer are not to be touched with contaminated gloves. The microscope stage is a biohazard zone as are the alligator clips connected to the microdevices and gloves must be worn when touching these two areas. After disconnecting the clips, place them in the biohazard labeled box. Gloves must be removed to touch all other areas of the microscope and computer. Disinfection of the microscope stage areas must be done with 70% ethanol and not bleach to protect the equipment.
- _____ 19) I agree to not answer or handle my cell phone while on the lab side of the yellow & black line. Gloves must be removed and hands washed before answering any calls or texting. I will not use earphones or MP3 players while in the lab. Music may be played through the computer.
- _____ 20) I have been taught by Dr. Minerick within the last 8 months how to properly remove gloves without contaminating my hands & will immediately place them in the biohazard disposal bag.
- _____ 21) I will use the lab coats provided and will not take my lab coat home to wash, but instead consult Dr. Minerick for special laundry practices. The lab coats must be bleached prior to exiting the lab, after which they may be washed at the local laundromat. Do not exit the lab wearing any PPE (exceptions are to wear a blue lab coat and 1 glove to a) carry biohazard waste next door to be autoclaved and b) transport materials to the UVO cleaner).
- _____ 22) I will decontaminate my work surface when I am done and will wipe off all work surfaces to decontaminate them **daily**. Upon completion of this, I will sign the Decontamination Log located near the door. I will decontaminate equipment and the Biosafety Cabinet with 70% ethanol and not bleach. I understand it is my responsibility to consult with Kaela regarding my Decon Day.
- _____ 23) I have begun / completed the Hepatitis B shots. If I decline the HBV vaccine, I know I must provide a signed statement of declination. I have been advised to regularly request HIV tests and understand that this information remains confidential.
- _____ 24) I feel comfortable discussing any safety concerns with Dr. Minerick and will not hesitate to express concerns to her.
- _____ 25) I also agree to only allow visitors who have written permission forms signed by Dr. Minerick in the lab and will ensure they abide by all BioSafety Level 2 practices. I understand this is for my safety and for the safety of my colleagues in the lab. For this reason, I will not allow my laboratory techniques to become negligent and endanger anyone's health.
- _____ 26) I have completed MSU's Hazardous Waste Training on _____ (date within the last 8 months) and will remain certified during the entire current semester.
- _____ 27) I have completed OSHA's Bloodborne Pathogen Training on _____ (date within the last 8 months) and will remain certified during the entire current semester.
- 28) What is the Office of Regulatory Compliance website (where MSDS's, safety guidelines, and all other safety resources are available)? _____ Phone is 325-3294.

Signature _____ Date _____

Signature of Supervisor (Adrienne Minerick) _____

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