Biosafety Standard Operating Procedures – Cell Lines

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| Principal Investigator: | | | **Click or tap here to enter text.** | | | | | | | | | IBC Protocol Number: | | | Click or tap here to enter text. | | |
| 1.0 Cell lines: | | | | | | | |  | | | | | | | | | |
| 1.1 a) Specify cell lines - | Mouse | | | | | | Rat | | | | | | | Insect | | | |
|  | Cell-associated viruses | | | | | | | Other Specify Other: Click or tap here to enter text. | | | | | | | | | |
| b) Describe the source(s) of this material (for each box checked above: | | | | | Click or tap here to enter text. | | | | | | | | | | | | |
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| 1.2 Biosafety Level: | | BSL2 | | | | | | | | | BSL2+ | | | | | BSL3 | |
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| 1.3 a) What room will EACH material be stored in?  Click or tap here to enter text. | | | | | | | | | b) What room will EACH material be used in?  Click or tap here to enter text. | | | | | | | | |
| 1.4 Describe the procedures used with cell line(s) and amount to be used per procedure: | | | | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
| 1.5 Procedures will (check all that apply and list applicable cell lines beneath): | | | | | | Generate aerosols  Click or tap here to enter text. | | | | | | | Involve sharps  Click or tap here to enter text. | | | | Inoculation of live animals  Click or tap here to enter text. |
|  | | | | | | Potential contaminate hands or clothing  Click or tap here to enter text. | | | | | | | Other (Please explain)  Click or tap here to enter text. | | | | |
| 1.6 How many actively growing cell cultures are expected to be present in the laboratory? Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
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| 1.7 How frequently will the cell line(s) be handled in the lab (e.g. daily, weekly)? Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
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| 1.8 What are the primary hazards to laboratory personnel/researchers working with cell lines:  Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
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| 1.9 Identify risks associated with the cell-associated virus strains:  Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
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| 2.0 Training Requirements: | | | | | | | | | | | | | | | | | |
| 2.1 LSE Training: | | | | It is mandatory all lab personnel complete Laboratory Safety Essentials per HSC OP 75.01 TTUHSC Safety Programs and the IBC Bylaws, by checking “I Agree” you are confirming that all personnel handling cell lines or cell-associated viruses have been appropriately trained in use of tissue and emergency procedures related to accidents and/or exposure events. | | | | | | | | | | | | | |
|  | | | | I Agree | | | | | |  | | | |  | | | |
| 2.2 Hepatitis B Vaccine: | | | | *It is the policy of TTUHSC to maintain a Health Program that conforms to the guidelines established by the CDC, recommendations of the Texas Department of State Health Services (DSHS), Texas Administrative Code (TAC) §96 – Bloodborne Pathogen Control, §97 – Communicable Diseases, and §99 – Occupational Diseases. The HSC OP 75.11, Health Surveillance Program for TTUHSC targets those who have contact with patients and/or human body fluids/tissues or those that work with animals or infectious materials in any laboratory through the LARC.* **Has the Hepatitis B vaccine been offered?** | | | | | | | | | | | | | |
|  | | | | Yes | | | | | |  | | | |  | | | |
|  | | | | Declination forms must be provided to personnel if they choose to opt out of the Hepatitis B vaccine. Copies should be kept in the Laboratory Safety Manual. | | | | | | | | | | | | | |
| 2.3 List any relevant vaccines: | | | | Click or tap here to enter text. | | | | | | | | | | | | | |
| 2.4 List any constraints on this material as they apply to personnel: | | | | Click or tap here to enter text. | | | | | | | | | | | | | |

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| 3.0 Administrative and Engineering Controls: | | | | | | | | | | |
| 3.1 a) Describe processes or procedures **established by the PI** for the purpose of reducing personnel exposure: | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| *See attachment 1 BSL Criteria, form located in iRIS and* [*IBC website*](https://www.ttuhsc.edu/research/divisions/integrity-office/biosafety-committee.aspx)*, for information.* | | | | | | | | | | |
| b) Describe Personal Protective Equipment: | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| 3.2 Engineering Controls: | | | |  | | | | | | |
| Containment for EACH cell line (list beneath category if applicable): | | Open Bench  Click or tap here to enter text. | | | | Fume Hood  Click or tap here to enter text. | | Draft Shielded Scale  Click or tap here to enter text. | Other (list below) | |
|  | | List Other here: Click or tap here to enter text. | | | | | | | | |
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| 4.0 Animal Use: | | | YES  NO If used in animals identify risks related to use in animals | | | | | | | |
| 4.1 | A.  Sharps hazard | | | | B.  Aerosol hazard | | C.  Hazards from animal waste, bedding, and/or cage handling | | | D.  Physical hazard from animal/lesions on animals related to agent |
| 4.2 | Describe means to mitigate hazards produced from section 5.1 for EACH cell line/cell-associated virus: | | | | | | | | | |
|  | 1. Sharps Hazard: Click or tap here to enter text. | | | | | | | | | |
|  | 1. Aerosol Hazard: Click or tap here to enter text. | | | | | | | | | |
|  | 1. Hazards from animal: Click or tap here to enter text. | | | | | | | | | |
|  | 1. Physical Hazard: Click or tap here to enter text. | | | | | | | | | |
| 4.3 | List any hazards to LARC/laboratory personnel from use with animals:  Click or tap here to enter text. | | | | | | | | | |

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| 5.0 Waste Disposal: Indicate what type of waste this agent will produce: | | | | | | |
| Liquid | Solid | | Contaminated Reusable Item | Animal Tissue | Animal Carcass | Animal bedding/waste/cage |
| Unused agent | | | | Only select the above if used in animals | | |
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| 5.1 Describe how you will dispose of each waste selected above for EACH cell line/cell-associated virus: | | | | | | |
| Liquid: | | Click or tap here to enter text. | | | | |
| Solid: | | Click or tap here to enter text. | | | | |
| Unused Agent: | | Click or tap here to enter text. | | | | |
| Animal Waste: | | Click or tap here to enter text. | | | | |
| (Specify for each type of animal waste) | |  | | | | |

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| 6.0 Accidental Cleanup Procedures: Describe methods to be used to address spills, including concentration and contact time of any cleaning or deactivating agents, spill kits and/or any other necessary supplies required for cleanup. | | |
| Describe appropriate PPE during cleanup:  Click or tap here to enter text. | | |
| Procedure for spill cleanup:  Click or tap here to enter text. | | |
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