

# UNIVERSITY OF VICTORIA BIOSAFETY PROCEDURES

The UVic Biosafety Committee has adopted the Health Canada Population and Public Health Branch **Laboratory Biosafety Guidelines – 3<sup>rd</sup> edition (2004)** as its policy and procedure governing all aspects of research with biohazardous materials.

It is the responsibility of the Principal Investigator to identify potential biohazards and to specify safe practices and procedures. Principal Investigators must ensure that work is conducted in accordance with Schedule 13 of the Memorandum of Understanding on the Roles and Responsibilities in the Management of Federal Grants and Awards.

The following Basic Biosafety Procedures outline the **minimum requirements** for all research and teaching laboratories using biohazardous materials. Issues of non-compliance will be reported to the appropriate Chair, Dean and the Chair of the Biosafety Committee for their action.

## BASIC BIOSAFETY PROCEDURES

1. Formal UVic Biosafety training must be completed before laboratory personnel begin working in a lab.
2. Protective laboratory clothing (lab coats or gowns) must be worn and properly fastened by all personnel working in the laboratory. This protective clothing must not be worn in public areas.
3. Suitable footwear with closed toes and heels and preferably with non-slip soles must be worn in all laboratory areas. Bare legs are not acceptable when working with corrosives, reactives, toxic materials easily absorbed by the skin, radioactives or infectious materials.
4. Where infection is a concern, gloves must be worn for all procedures that might involve direct skin contact with biohazardous materials or infected animals. Gloves should be decontaminated with other laboratory wastes before disposal.
5. Safety face and eye wear must be worn when necessary to protect the face and eyes from splashes, impacting objects, harmful substances, UV light, or other rays. It is also recommended that eye protection be worn when operating a microwave oven.
6. Eating, drinking, smoking, storing food or utensils, applying cosmetics, and inserting or removing contact lenses are not permitted in any laboratory. Long hair must be tied back. Oral pipetting is prohibited.
7. Hands must be washed before leaving the laboratory and at any time after handling materials known or suspected to be contaminated, even when gloves have been worn.
8. The laboratory must be kept neat and clean. Work surfaces must be cleaned and decontaminated with a suitable disinfectant at the end of the day and after any spill of potentially dangerous material. Intensive cleaning must be done at regular intervals.
9. All contaminated or infectious liquid or solid materials must be sterilized before disposal or re-use. Contaminated materials that are to be autoclaved should be transported to the autoclave in durable leakproof containers (e.g. autoclave bins) which are labelled as biohazardous.
10. Extreme caution must be used when handling needles and syringes to avoid autoinoculation and the generation of aerosols during use and disposal. Needles should not be recapped, but should be promptly placed in a puncture-resistant container and sterilized before disposal.
11. All technical procedures should be performed in a manner that minimizes the creation of aerosols.
12. P.I.'s must ensure a safe working environment by inspecting equipment and facilities regularly.