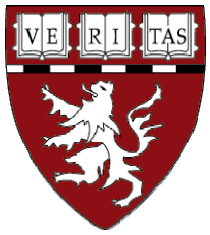


ICCB-Longwood Safety Handbook

Emergency Numbers

Medical or Fire Emergency	**911**
Harvard University Police	**617-432-1212**
Security	**617-432-1379**
Facility Emergency	**617-432-1901**
Poison Control Center	**1-800-682-9211**
Emergency Information Hotline	**617-432-6666**
Chemical/Biological/Radiation Spill Emergency (EH&S)	**617-432-1720**

Important Websites

ICCB-Longwood Screening Facility
http://iccb.med.harvard.edu/

Environmental Health and Safety
http://www.ehs.harvard.edu

Evacuation Plan

- In case of alarm, evacuate the building using the nearest exit. Go directly to your emergency evacuation meeting point. Identify a back-up exit.

- The Emergency evacuation point for Seeley G. Mudd is the Quad in front of TMEC

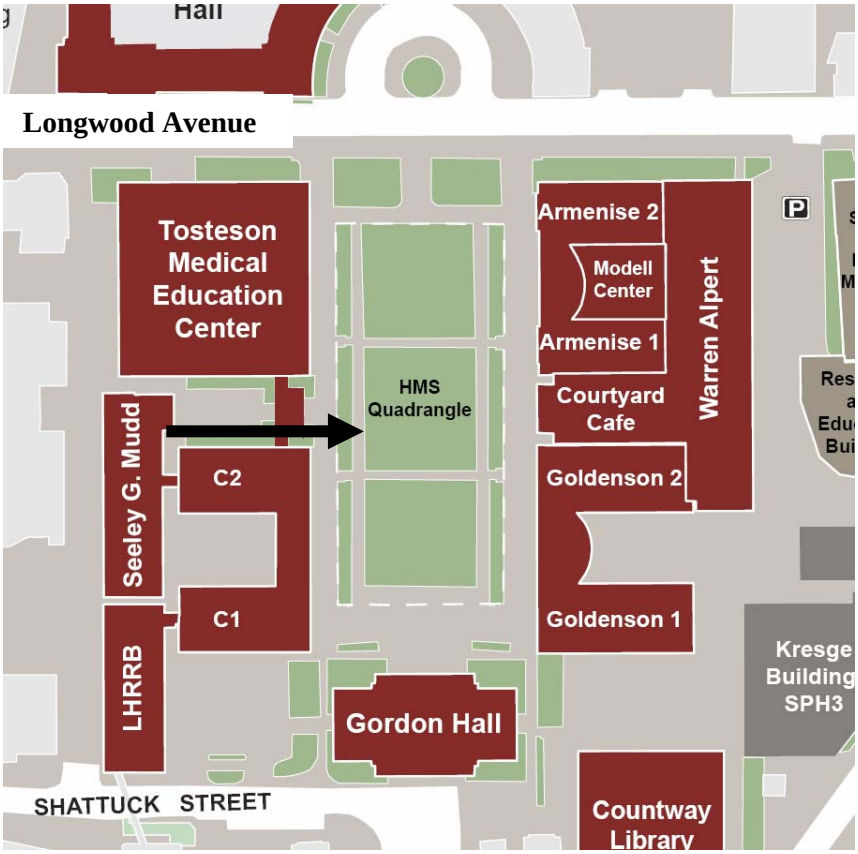
- When you reach the evacuation point please check in with your evacuation monitor so that you are accounted for.

- Do not use elevators during a fire alarm.

- Persons who need assistance during building evacuations should identify the building's area of refuge (e.g., exit stairwell) in advance of an emergency.

- Contact the Harvard Police (617-432-1212) or notify your Evacuation Monitor that you need assistance.

Map of Longwood Quad



FAQs

How do I get access to the labs? – You must be approved for training, please submit your training request form, www.iccb.med.harvard.edu/for-current-screeners/equipment-training-request/.

Once trained by a staff member on the equipment you will be using in the lab, and you sign off on the lab specific training checklist, you will be granted access via a screening room staff member.

How do I get a temp ID? – Contact the screening room staff and they will complete the paperwork for your temp ID badge, then go to the ID office in the Kresge building to pick it up.

How do I order supplies? Talk to or email Katrina Rudnicki about ordering supplies that will be recharged to your account.

What do I do if I lock myself out of the lab after hours? If you are locked out of your laboratory call Security at (43)2-1379. Be prepared to show your ID.

Who do I call if there is building emergency (ie. leaking pipe, clogged sink) after hours? Facilities handles all building emergencies. They can be reached at (43)2-1901. Please ask for a work order number and report the call to a screening room staff member.

Laboratory Operations

All temporary biological waste containers (beakers etc.) must be labeled with the screener name and date with a biohazard sticker. These containers must be emptied and disinfected at the end of each work day.

Glass Washing Services in the department are centralized. Please remove tape or labels and appropriately decontaminate and rinse all dirty glassware before placing in a collection bin, located by most sinks. Glassware should never be left in the sink. The decontamination process should be carried out on the benchtop.

For your safety…

Food or Drink are NOT allowed in Laboratories

Please consume or store refreshments in non-lab areas only. Do not dispose of packaging or food waste in laboratory waste baskets.

Food or drink carried through a lab to a non-lab area **must** be covered.

Harvard policy prohibits open-toed shoes from being worn in all laboratories.

Open-toed shoes increase the risk of injury from dropped objects and chemical spills

Glove Policy

(Wearing Gloves or Lab Coats in Common Areas)

Gloves should never touch door handles, elevator buttons, telephones, card swipes, or any non-lab surfaces.

One Glove Rule

If you transport materials from labs through non-lab areas, use an ungloved hand to touch non-lab surfaces and to carry the items.

Best lab safety practice is to package the material to allow handling the outer package without gloves and to contain the material if it were dropped.

When transporting chemicals or biohazardous materials use carts, bottle carriers or secondary containment trays.

Lab coats should not be worn in public areas (seminar rooms and rest rooms). Administrative offices and eating areas are considered clean areas; lab coats and gloves should be removed prior to entry.

Personal Protective Equipment

The potential hazards in a laboratory setting are numerous and complex. They can include accidental spills and splashes of dangerous chemicals, potential contact with biological agents, handling of radioactive materials, use of high voltage electrical equipment, manipulation of awkward, heavy items etc. Personal protective equipment, or PPE, is designed to protect us from these serious workplace hazards.

Some examples of PPE are:
Gloves, Goggles, Safety glasses, Face shields, Aprons, Lab coats, Respirators, Full-body protective suits, Show coverings.

General Helpful Tips for Selecting Protective Equipment

- Are the hazards chemical or physical?
- In what form are chemical hazards (solid, liquid, gas)?
- What is(are) the expected route(s) of exposure (inhalation, skin/eye contact)?
- How would the hazards change in an emergency?
- Consider all PPE required, do some interfere with others?
- How much dexterity is required to perform the task? Will the PPE interfere?
- How heavy or cumbersome is the PPE?
- Does the PPE material provide a barrier to chemical/hazard?
- Does it come in different sizes?
- Disposable vs. reusable?

For more Information:
http://www.ehs.harvard.edu

Which Waste Where?

Lab Recycling

Big Bin

Hard Plastic bottles
(rinse and decontaminate first); tip boxes
Aluminum Foil,
NO: soft plastics (i.e. bags)

Little Bin

Paper
Cardboard

Note: In office areas all recyclables can go in the same bin.

Batteries are collected for recycling in the lobby of SGM. Please tape both ends before placing in the receptacle.

General Biohazard Waste Disposal Guidelines

The rules outlined below are applicable for most projects, but the screening facility staff will determine specifically whether your project requires additional or different practices. Please consult the staff in person or at iccb_screen@hms.harvard.edu **PRIOR** to beginning any new procedures in the screening facility.

SOLID BIOLOGICAL WASTE (BSL-1 AND BSL-2)

Gray bins (lined)

NO GLASS ITEMS and NO LIQUIDS

Plastic items (pipets, pipet tips, flasks, Petri dishes, microtiter plates), gloves, and paper waste used for experimental purposes should be disposed of here, NOT in the regular trash.

DO NOT OVERFILL. When box is 2/3 full, please notify staff.

Red waste step-cans

NO GLASS ITEMS

NO LIQUID: all containers should be emptied before disposal.

NO PIPETS: pipets may puncture the liner bag and may prevent the lid from closing.

DO NOT OVERFILL. The lid of the can must close completely when not in use. When a bag is full, please move the bag to a gray bin. If there are no empty gray bins available, please contact the staff.

Sharps containers

Glass slides, cover slips, test tubes, Pasteur pipets, and any contaminated broken glass items should be disposed of into a sharps container.

DO NOT OVERFILL. Items should not protrude from the container, which should be kept closed when not in use. When 2/3 full, please notify staff. Please note we are now using reusable sharps containers, please do NOT put them in the gray biohazard bins for disposal.

Liquid Biological Waste

All liquid biological waste must be treated on the bench as follows (no glassware should be left in the sinks):

1) Add bleach to final concentration of 10%.
2) Swirl contents to mix thoroughly.
3) After ≥20 minutes treatment, empty into sink with running water and rinse glassware thoroughly.
4) Place decontaminated and rinsed glassware into bin near the sink to be washed.

Vacuum traps

CHECK TRAPS BEFORE USE, AND EMPTY IF NECESSARY.

EMPTY TRAPS WHEN YOU ARE FINISHED.

Spills

NOTIFY STAFF IMMEDIATELY.

Cover the spill with paper towels, then soak with 10% bleach, wait ≥30 minutes, dispose of the towels into the BSL-2 waste gray bin, then wipe the surface thoroughly with 10% bleach.

A spill kit is available at the end of the hall across from the stairwell outside SGM604.

Glass Waste

BROKEN GLASS

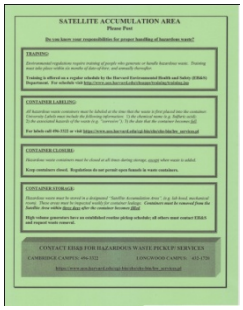
NO PAPER WASTE,
PASTEUR PIPETTES OR
MICROSCOPE SLIDES

Clean glass waste should be placed in the designated cardboard box. A broom and dustpan are normally located near the table by the office in SGM 613.

Contaminated glass waste should be decontaminated with Bleach-Rite for ≥1 minute or 10% Bleach for ≥20 minutes, then placed in a sharps container. Staff should be notified immediately.

Chemical Waste Guidelines

Collect chemical waste in containers at a Satellite Accumulation Area (SAA) labeled with a green SAA sign.


SATELLITE ACCUMULATION AREA

Please Post

Do you know your responsibilities for proper handling of hazardous waste?

TRAINING

CONTAINER LABELING

CONTAINER CLOSURE

CONTAINER STORAGE

CONTACT EH&S FOR HAZARDOUS WASTE PICKUP SERVICES

CAMBRIDGE CAMPUS: 496-1322 LONGWOOD CAMPUS: 432-1726

Each waste container must have a completed hazardous waste tag attached to it. Please see a staff member if you must use a new container and need a Hazardous waste tag.

Each waste container must be in a secondary container (i.e. gray bin).

Waste containers must be sealed tightly when not in use.

Place containers with incompatible chemical wastes in separate secondary bins.

Date hazardous waste tag only when full or ready to be picked up. Tell your lab manager to request a pick-up. Waste must be picked up within 3 days of dating. Pick-up is on Tuesdays and Fridays.

For more information: http://www.uos.harvard.edu.ehs
Call: 617-432-1379 in an emergency.

Instructions for completing a hazardous waste tag

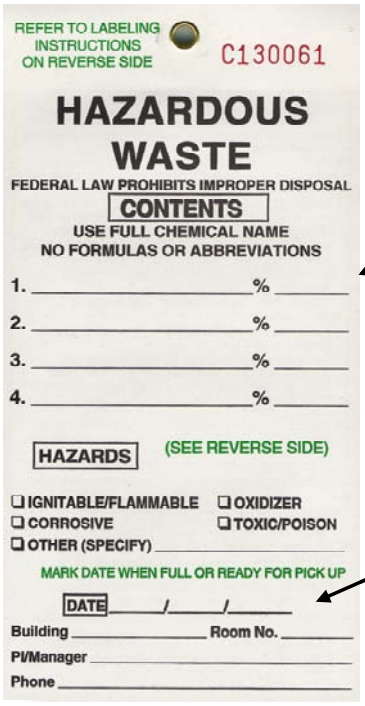
List primary substances which render the waste hazardous. (No abbreviations, symbols or formulas)

Mark appropriate % of each substance

Check ALL applicable hazard boxes

Enter date only when container is full or otherwise ready for pickup

Enter appropriate information


REFER TO LABELING INSTRUCTIONS ON REVERSE SIDE

C130061

HAZARDOUS WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL

CONTENTS

USE FULL CHEMICAL NAME
NO FORMULAS OR ABBREVIATIONS

1. _____ % _____

2. _____ % _____

3. _____ % _____

4. _____ % _____

HAZARDS (SEE REVERSE SIDE)

❑ IGNITABLE/FLAMMABLE ❑ OXIDIZER
❑ CORROSIVE ❑ TOXIC/POISON
❑ OTHER (SPECIFY) _____

MARK DATE WHEN FULL OR READY FOR PICK UP

DATE ____/____/____

Building _____ Room No. _____

PI/Manager _____

Phone _____

Safety Resources in the Lab

Placards outlining hazards specific to each lab are located on all doors entering that room

The EHS Procedures and Response Guidelines Flip Charts are posted at lab entrances. It provides a quick guide to procedures to be followed in the event of a variety of emergencies.

The **Chemical Hygiene Plan** addresses the general hazards of common chemicals that may be present in your laboratory. It contains Standard Operating Procedures describing work practices, procedures and controls which are in place to protect you from those hazards.

The **Exposure Control Plan** is a written guide designed to eliminate or minimize employee exposure to bloodborne pathogens (BBP).

Material Data Safety Sheets (MSDS) are available online through the following link: http://www.uos.harvard.edu/ehs/msds/

Do You Know?…

In general:

Who is the laboratory safety representative?

_____

Who is the lab Research Operations Manager (ROM)?

_____

The location of the lab “Chemical Hygiene Plan”?

_____

How to access Material Safety Data Sheets?

_____

The location of the lab “Exposure Control Plan”?

_____

In the event of evacuation:

Who is the emergency coordinator?

_____

The location of the nearest two exits?

_____

The location of the nearest alarm boxes?

_____

The designated outdoor meeting site for SGM building?

_____

In the event of a chemical spill or exposure:

The location of the nearest safety shower?

_____

The location of the nearest eyewash station?

_____

The location of the nearest spill cleanup materials?

_____

In the event of <u>any</u> emergency:

The emergency phone numbers for your area?

_____

_____