



## ICCB-L Screening Facility Basic Lab Training

- ☐ Personal protective equipment (PPE) requirements:
  - ☐ Wear appropriate gloves when working in the lab (latex and nitrile available).
  - ☐ Wear a lab coat at all times.
  - ☐ Wear long pants or another garment that covers one's legs and shoes that cover the feet in their entirety.
  - ☐ Wear safety glasses if appropriate for the work you are doing.
- ☐ Abide by 'One Glove' rule when entering and exiting the room (no gloves on door handle, elevators, etc.).
- ☐ Gloves are to be worn when using computers and keyboards because this is a BSL2 facility.
- ☐ Location of:
  - ☐ eye wash stations
  - ☐ safety showers
  - ☐ safety flip chart
  - ☐ fire extinguisher
  - ☐ fire alarm pull
  - ☐ spill kit and contact information
- ☐ **Do not** prop open lab doors.
- ☐ **Do not** allow others to use your Harvard or HMS ID for access to the labs and/or equipment.
- ☐ **Do not** bring other people to observe or assist with work unless they have been approved and trained by ICCB-L staff.
- ☐ **No** bacteria, fungi, or viruses in SGM 611 – **permitted in SGM 612 ONLY**
- ☐ **No** eating (includes gum) or drinking in the labs; do not dispose of food items in lab trash.
- ☐ **No** personal items (purses, backpacks, gym bags, etc.) in the labs.
- ☐ ICCB-L is **not** responsible for any lost or stolen property. This includes laboratory reagents and other supplies.
- ☐ Lab storage: unlabeled items are subject to disposal without notice.
  - ☐ All items must be labeled LEGIBLY with full name of user, screen number, phone number, and date.
  - ☐ All reagent containers must be labeled with **full name** of contents, no abbreviations.
  - ☐ No cardboard is allowed on top shelves or anywhere in the cold room.
  - ☐ All items must be stored in proper area (flammable materials in cabinet, etc.).
  - ☐ Items stored at ICCB-L must fit into a container no larger than ~20"L x 16"W x 12"H
- ☐ Centrifuge operation: use bucket covers if centrifuging tubes with aerosol hazard. Do not slam lid or try to open prior to the centrifuge stopping and unlocking. You must counterbalance the centrifuge for operation.
- ☐ Automated platform safety: keep back from the working envelope.
- ☐ Vacuum line use and safety (shut off vacuum line at tap when finished).
- ☐ Glass pasteur pipettes are not allowed in ICCB-L.
- ☐ **Do not** use "regular" trash bins for any hazardous or potentially hazardous waste, including gloves.
- ☐ Biohazardous waste:
  - ☐ Gray (BSL1 and BSL2) waste and red step cans: **NO LIQUIDS**; notify staff when 2/3 full.
  - ☐ Sharps containers (reusable): for contaminated broken glass. When 3/4 full, put red cap in and tell the staff. No plastic pipettes (use gray bins for plastic pipettes).
  - ☐ Broken glass boxes: uncontaminated glass only, no other waste. Keep boxes away from the sink area so the boxes do not get wet!
  - ☐ Liquid waste: disinfect  $\geq 20$  minutes with 10% bleach before disposal down drain or into appropriate waste container. Do not leave waste containers in sink during disinfection. You must empty waste traps after every use.
- ☐ Chemical waste container: new label with hazard box checked and appropriate information.
- ☐ All instruments and surfaces should be cleaned before initiating and after work is completed.
- ☐ Wash hands after removing gloves and before leaving lab.

- ☐ ICCB-L Lab Safety Handbook is available on our website
- ☐ When contacting the Screening facility, always use the group email address: [iccb\\_screen@listserv.med.harvard.edu](mailto:iccb_screen@listserv.med.harvard.edu).
- ☐ All appointment requests must be received at least 24 hours in advance.
- ☐ Data stored on the lab computers will be deleted without notice, use your own hard drive or the Home Drive directory.
- ☐ If an error box appears on a lab computer at any time – please take a photo or screen shot of the error and email it to the screening room staff ([iccb\\_screen@listserv.med.harvard.edu](mailto:iccb_screen@listserv.med.harvard.edu)) with any additional information you think may be helpful. This will expedite ICCB-L's ability to get the instrument operational again
- ☐ A separate laser safety guide is provided to all users that are trained on instruments at ICCB-L that contain a laser via PPMS prior to their first scheduled appointment.

ICCB-L staff are typically available Mon-Fri 9am-5pm. However, there are no staff in the labs on the weekends and HMS holidays. Please check our website homepage for current notices.

Immediately report any accident, injury, or illness requiring medical attention that occurs at ICCB-L to Jen Smith ([jennifer\\_smith@hms.harvard.edu](mailto:jennifer_smith@hms.harvard.edu)).

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You are approved to be trained on the following instruments for the specified purposes. Do not use any other instruments without specific training and approval by the ICCB-L team.

| Instrument | Purpose |
|------------|---------|
|            |         |

The following chemical or biological substances are approved for your use at ICCB-L for the specified purpose. DO NOT bring any other chemical or biological substances into ICCB-L without prior approval by Jen Smith ([jennifer\\_smith@hms.harvard.edu](mailto:jennifer_smith@hms.harvard.edu)).

| Item/Description | Notes |
|------------------|-------|
|                  |       |

***By signing below, I acknowledge that an ICCB-L staff member has trained me with respect to the above information and that I understand and will abide by this training.***

User Name: \_\_\_\_\_

PI Name: \_\_\_\_\_

IBC # and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Trained by:**

- |  |   |
|--|---|
| <input type="checkbox"/> Richard Siu       | <input type="checkbox"/> Bryce Carr             |
| <input type="checkbox"/> Mitchell Kozakoff | <input type="checkbox"/> Other (specify): _____ |

**I have been:**

- |  |                |
|--|----------------|
| <input type="checkbox"/> Given a copy of this checklist    | Initial: _____ |
| <input type="checkbox"/> Declined a copy of this checklist | Initial: _____ |

*The most recent version of the ICCB-L checklist is available on our website, [iccb.med.harvard.edu](http://iccb.med.harvard.edu), (Resources > Screening Documents > Starting in the Screening Room) for your reference*