

Lab-Specific BUA

Standard Operating Procedure

INSTRUCTIONS:

- Complete this template to develop a Standard Operating Procedure for your laboratory to address biological safety risks and place a hard-copy in the lab’s Biosafety Binder.
- All lab personnel must be trained on written Standard Operating Procedures (SOPs).
- Principal Investigators (PI) should use this template to specify laboratory specific procedures and document that personnel have been trained on those procedures.

OVERVIEW	PRINCIPLE INVESTIGATOR (PI) NAME:	PHONE:
	DEPARTMENT	OFFICE LOCATION:
	LABORATORY LOCATION(S):	
	PROJECT TITLE:	BUA #:
	SOP REVISION DATE:	

RESPONSIBILITIES:

- Principal Investigator (PI): Ensure all procedures documented in this SOP are followed by all laboratory personnel.
- Laboratory Personnel: Follow all procedures as listed in this SOP.

EMERGENCY RESPONSE	LOCATION OF NEAREST EMERGENCY EQUIPMENT:	
	Item:	Location
	Eyewash / Safety Shower	
	First Aid Kit	
	Fire Alarm	
	Fire Extinguisher	
	Emergency Poster	
	Available Telephone	
Fire Alarm Manual Pull Station		

DESCRIPTION OF RESEARCH PROCEDURES

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Describe the general procedures used for the research described in this BUA, including use of organisms and propagation of recombinant DNA. Describe procedures used if large volumes or high concentrations of microorganisms will be used. Describe any hazardous cargo genes including oncogenes and toxin-producing genes.

EMERGENCY RESPONSE	EMERGENCY CONTACTS PHONE NUMBERS (INCLUDE OFFICE & CELL PHONE NUMBERS):		
	Principal Investigator (PI):		
	Laboratory Supervisor:		
	Biosafety Officer:	(951) 827-4246 (during business hours)	
	EH&S:	(951) 827-5528 (during business hours)	
	Police:	Emergencies	9-1-1
	Non-emergencies	(951) 827-5222	

TRAINING	TRAINING REQUIREMENTS:		
	Required EH&S Training	Is this applicable?	How Often?
	Biosafety Training	YES	ONCE
	Bloodborne Pathogens Training	IF WORKING WITH HUMAN CELL LINES, BLOOD, TISSUE, OPIM, ETC.	ANNUAL
	Aerosol Transmissible Diseases (ATD)	IF WORKING WITH AEROSOL TRANSMISSIBLE DISEASES OR AEROSOL TRANSMISSIBLE PATHOGENS-LABORATORY (ATP-L)	ANNUAL
	Hazardous Waste Management	YES	ANNUAL
	Laboratory Safety Fundamentals	YES	EVERY 3 YEARS
	Fire Extinguisher Training	YES	ANNUAL
	Additional Lab Specific Training		

PERSONAL PROTECTIVE EQUIPMENT (PPE)

LIST ALL PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED TO WORK IN THIS LAB.
(e.g. Entry and exit procedures, use PPE during work, removal and proper disposal)

UC PPE Policy states that long pants, closed-toe shoes, eye protection and lab coats should be worn at all times in the lab. Gloves should be used when working with any biological or hazardous materials. When there is risk for splashing, safety goggles or face shield should be worn. Procedures involving potential aerosolization, risk group 2 materials, or human pathogens should be conducted in an annually certified biosafety cabinet (BSC).

ENGINEERING CONTROLS

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Describe the applicable engineering controls that will be used to minimize the risk of exposure to biohazardous materials.

Biological Safety Cabinet (BSC)

Building	Room Number	Make	Model	Serial Number	Date Last Certified

Other Equipment:

Building	Room Number	Make	Model	Serial Number	Date Last Certified

DECONTAMINATION PROCEDURES

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List all disinfectants (including contact time) and decontamination procedures that will be used in the lab.

TRANSPORTATION

SPECIMEN TRANSPORT AND REMOVAL OF MATERIAL(S) FROM THE LABORATORY

(Describe the procedures for transportation of biological samples within campus and/or off-campus.)

For transportation of samples within campus, biohazardous material will be placed inside a labeled primary container for transport. The primary container will then be placed into a non-absorbent, leak-proof secondary container clearly labeled with the universal biohazard symbol. Only trained lab personnel will transport samples within campus. See additional guidance at <https://ehs.ucr.edu/document/biological-materials-packing-and-transport-sop>

All shipments of biological materials off campus will follow university policy and all applicable state, federal, and international regulations whenever shipped domestically or internationally. Proper importation or exportation permits and licenses will be obtained before shipping or receiving biological materials to or from any international location.

