

DB440 (CL2) SITE SPECIFIC TRAINING

Trainee's name:	Position: UG GS PDF RA
Student # or Employer #:	Date:
Principal Investigator:	Department: Chemistry

COMPLETE TRAINING IN ORDER TO OBTAIN A KEY FOB FOR DB440 CL2 FACILITY

ENTRY AND EXIT FROM DB440	
Reviewed and discussed the Entry and Exit Procedures for DB440 SOP <ul style="list-style-type: none"> • Entry Procedure <input type="checkbox"/> • Exit Procedure <input type="checkbox"/> <ul style="list-style-type: none"> ○ If leaving lab momentarily <input type="checkbox"/> ○ If leaving lab for the day <input type="checkbox"/> 	

BIOLOGICAL SPILLS	
Reviewed and discussed the Biological Spills SOP <ul style="list-style-type: none"> • Personal Exposure <input type="checkbox"/> • Spill outside a Biosafety Cabinet <input type="checkbox"/> • Spill inside a Biosafety Cabinet <input type="checkbox"/> • Spill inside the Eppendorf™ 5810R Centrifuge <input type="checkbox"/> • Reporting Spill Incidents <input type="checkbox"/> 	
Reviewed location and contents of biological spill kit	<input type="checkbox"/>

STERILIZATION VS DISINFECTION	
Reviewed and discussed key difference between sterilization and disinfection: <ul style="list-style-type: none"> • DB440 autoclaves: need to schedule training <input type="checkbox"/> • Disinfection agents: <input type="checkbox"/> <ul style="list-style-type: none"> ○ Factors Affecting Effectiveness <input type="checkbox"/> ○ What to use for my agent? (chart provided) <input type="checkbox"/> 	

BIOHAZARD WASTE DISPOSAL

Reviewed and discussed the Biohazard Waste Disposal SOP

- Liquid Biohazardous Waste Disposal
 - BSC vacuum filtering system waste disposal
- Solid Biohazardous Waste Disposal
- Sharps Biohazardous Waste Disposal
- DB440 waste pickup
- Biohazard waste prep for pickup
- Location for pickup
- Location of stock materials for collection and prep of biohazard waste

WORKING SAFELY ON OPEN BENCH

Reviewed and discussed proper working open bench techniques

- Setting up bench work area
- Administrative control: centralize and identify
- Discussed PPE
- SOP for Transport of Biohazard materials
- Review clean up after each use

BIOLOGICAL SAFETY CABINET: CLASS II, TYPE A2

Reviewed and discussed key characteristics of a Class II, Type A2 BSC	<input type="checkbox"/>
Reviewed and discussed the Biological Safety Cabinet (BSC) Use SOP <ul style="list-style-type: none">• Loading materials/equipment & BSC start-up• Recommended work techniques• Set-up work: clean-work-dirty zones• Common user mistakes (Bunsen burners or open flames)• Ethanol spray bottle vs squeeze bottle- VOC sensor-BAS, type of BSC• Central vacuum-filtering system: SOP for emptying of filtered waste (biohazard)• SOP for waste streams (biohazard sharps, biohazard solids, biohazard liquids, regular waste)• Final purging and wipe down• Reviewed and discussed UV germicidal lamp	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none">• Using the online booking system to book a BSC	<input type="checkbox"/>
<ul style="list-style-type: none">• BSC maintenance• BSC certification• Spills inside BSC (SOP)• Spills outside BSC (SOP) (Review location of spill kits)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

EPPENDORF™ 5810R CENTRIFUGE

Reviewed and discussed the Centrifuge Use SOP

- Before a Centrifugation run
 - Preparing samples for centrifugation
 - Loading your samples
 - Using aerosol-tight caps to prevent aerosol release
 - Starting the run
 - Spills in centrifuge
- After a centrifugation run
 - Opening buckets inside a BSC

- Rotor and centrifuge cleaning and maintenance

INCUBATOR

Reviewed and discussed regular maintenance

- Maintaining water tray
- Type of water to use for refill
- CO2 supply: manifold, mother vs secondary vs backup CO2, CO2 log
- Handling Cylinders SOP

AUTOCLAVE

Reviewed and discussed Autoclave Usage SOP and associated incident/spill procedure

- Verifying that autoclave is functioning properly
- Preparing materials to be autoclaved
- Placing materials in autoclave
- Choosing appropriate cycle
- Unloading autoclave and checking efficiency of cycle
- Disposing of any biological liquid waste

TRANSFERRING BIOLOGICAL SAMPLES

Reviewed and discussed Transferring Biological Samples SOP

- Transferring cell culture
 - Growing and preparing cells before transferring
 - Placing biological sample in primary container and sanitizing
 - Placing biological sample in secondary container
 - Steps for samples that need to be frozen
 - Labelling box and sanitizing
- Receiving biological agent
 - Reviewing associated documentation
 - Opening box inside BSC
 - Taking out contents, proper disposal of any waste, and sanitizing
 - Appropriate handling/storing of samples
- Update Biohazard Agents Inventory

REMOVING ITEMS FROM CL2 LAB

Reviewed and discussed Removing Items from CL2 Facility SOP

- Disinfecting items
- Placing items in plastic bag or sealed secondary containers
- Disposing or transferring equipment
 - Equipment must be emptied and fully decontaminated
 - Placing safe to remove tag
 - Requiring any assistance

PACKAGING INFECTIOUS SUBSTANCES (TDG)

<p>Reviewed and discussed Packaging Infectious Substances SOP</p> <ul style="list-style-type: none"> • Determine if Category A or B • Assign proper shipping name • Choose appropriate packaging • Package item • Label package 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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The person below has completed the DB440 Site Specific Training

Trainee's name:	Signature:	Date:
Principal Investigator's name:	Signature:	Date:
Trainer's name:	Signature:	Date: