

# Administrative Controls Applicable to DB440 (CL2 Facility) Operations

## 1. Purpose

To provide step by step guidance on how to properly and safely use DB440.

## 2. Scope

Applies to everybody using DB440

## 3. Prerequisites

WHMIS, EHS601 Laboratory Biosafety, DB440 SST

## 4. Responsibilities

Principal investigators are responsible to enforce this SOP and lab-personnel are responsible to comply.

## 5. Personal Protection Equipment (PPE)



## 6. Procedure

DB440 does not have a safety shower, therefore experimental procedures can only take place in this room if the following conditions are adhered to:

- 1) Hazardous chemicals (stocks) cannot be stored in DB440
- 2) Only small volumes of already diluted solutions/reagents can be brought to/used DB440 (ex. Already prepared 70% ethanol, already prepared 1% sodium hypochlorite, and commercial sodium hypochlorite previously aliquoted in small volumes for daily use)
- 3) All dilutions of concentrated stocks and aliquoting of stocks (sodium hypochlorite) should be performed in each research group laboratory
- 4) All squeeze bottles containing 70% ethanol or 1% sodium hypochlorite should be labelled with worksite WHMIS [labels](#)
- 5) Reagents such as trypsin, PBS, cell culture media are allowed to be stored in DB440 in the quantities needed for experiments. Larger stocks should be kept in each research group lab



- 6) Stocks of DMSO should be kept in each research group lab and properly labelled small aliquots can be brought into DB440
- 7) **Cardboard boxes are prohibited in DB440** (source of spores = cell culture contamination)
- 8) Larger stocks of plasticware should be stored in each research group lab. Small stocks can be brought and stored within plastic containers on the shelves available in DB440. Plastic containers must be labelled with the research group name
- 9) Lab coats should be stored in DB440. They should have a nametag, and they should be stored one lab coat per hook.

### **Mandatory Lab Duties (Rotation Schedule):**

There is a requirement that everyone will participate in a shared responsibility to maintain equipment and housekeeping of DB440.

- 1) Once access to DB440 has been granted to a new lab member, this person will be included in the weekly lab duties rotation schedule. Participating in the maintenance of shared equipment, resources, and the overall housekeeping to avoid cross-contamination
- 2) When it is your turn based on the schedule, fulfilling the [DB440 Facility Duties Checklist](#) is mandatory
- 3) At the end of your week, you must submit the signed DB440 Lab Duties Checklist to [chem.safety@utoronto.ca](mailto:chem.safety@utoronto.ca)

### **Best Practices to Prevent Cross-Contamination Among Research Groups**

- Do not use the biosafety cabinet (BSC) as a storage area
- Designate one BSC for bacterial work and use ONLY the designated BSC for this purpose
- Use 70% ethanol to wipe down the BSC's work surfaces before and after each use, and between cell lines
- Do not open/use other people's solutions
- Do not open/use other people's plasticware
- Be very careful when labeling solutions, cultures, etc.
- Routinely wipe floors and work surfaces to keep down dust
- Incubators, especially those that maintain high humidity levels, require periodic cleaning and disinfecting
- If you spill media in the incubator when bringing your cell cultures in you must clean and disinfect the incubator shelves, remove the water tray, clean and disinfect the tray, and put it back in the incubator with a sterile water supply
- Water baths should be emptied and cleaned on a regular basis, well before odor or visible turbidity develops