



Entry and Exit Procedures for the LM-CL2 Facility (DB440)

1. Purpose:

To provide step by step guidance on what to do before entering and exiting the LM-CL2 biosafety facility located in DB440.

2. Scope:

Applies to all authorized faculty, staff and students who have access to, and work in the LM-CL2 biosafety facility located in DB440.

3. Prerequisites:

You are an authorized user of DB440 and are either included in your PI's permit or you possess a CL2 permit for DB440.

4. Responsibilities:

It is the responsibility of all faculty, staff, and students to follow the procedures described in this SOP.

5. Personal Protection Equipment (PPE):



**+ ANY OTHER PPE APPROPRIATE
FOR THE PROCEDURE BEING
PERFORMED/BIOLOGICAL
MATERIAL BEING HANDLED**

6. Procedure:

Entry Procedure

- 1) Ensure that you have brought all required materials, solutions and media at volumes required for your work.
 - i) NOTE: Keep stocks of your solutions and media in your lab. Only bring diluted solutions, concentrated chemicals are not allowed.
- 2) Ensure that you do not bring your personal belongings to the LM CL2 facility and that they are stored in your respective laboratories.
 - i) Under no circumstances are you allowed to bring:
 - i. Your phone or earbuds
 - ii. Backpacks, Jackets, Scarves, Mittens, etc.
 - iii. Food or drinks
 - iv. Other items not related to the facility
 - ii) You are allowed to bring:
 - i. Any personal belongings required for work e.g. Writing equipment and notebooks
- 3) Upon entry, put on all mandatory PPE.
 - i) Ensure that your lab coat is properly fastened.
 - ii) Take off jewellery that can come into contact with biological agents, can become caught in equipment, or can puncture gloves.
 - iii) Ensure the gloves have no tears or holes in them before using. Depending on the agents you're working with, consider using double gloves.
 - iv) Ensure that you are wearing closed-toed shoes, which are not high-heeled and have non-slip soles.
 - v) Ensure that your clothes cover your legs up to your ankles.
 - vi) If you have long hair, ensure that it is tied back. If it is likely that it will be contaminated when working in the facility, restrain or cover it.
 - vii) Cover open wounds, cuts, scratches, and grazes with waterproof dressing.

Exit Procedure

If leaving the facility momentarily:

1. Take off all PPE by [following the procedures outlined on the CDC website](#) or [watching the procedures on the CDC website](#)
 - i) Ensure that your skin, hair, and clothing do not come into contact with the contaminated PPE as you are taking it off. ii) Always hang your lab coat on the hooks provided near the entrance and ensure that there is one lab coat per hook.
 - i) If all the hooks are occupied, you can hang your lab coat on top of another lab coat BUT the outsides of the lab coats have to be touching each other.
- 2) Upon removing all your PPE, wash your hands with soap and water at the hand-washing sink.

NOTE: Under no circumstances should you wear your lab coat or any other PPE equipment outside of the facility or in public areas (e.g. washrooms).

If leaving the facility for the day:

- 1) Clean/disinfect work surfaces with either 70% ethanol, 1% sodium hypochlorite or 30% water peroxide, ensure that the work environment is clean and uncluttered (e.g. floors), ensure that your solutions and media are labelled and stored appropriately.
- 2) Ensure that you have followed the “Shutting down the BSC” procedures under the [“Biosafety Cabinet \(BSC\) Use” SOP](#)
- 3) Ensure that the refrigerated centrifuge and the microscope is turned off.
- 4) Follow Steps 1 and 2 under “If leaving the facility momentarily”.