**Local laboratory rules**

**Make sure you have read and understood the relevant HSE Risk Assessments (signed and dated), and for work with genetically modified organisms, the approved Biological Safety Committee Application Form.**

**GENERAL RULES**

* Only AUTHORISED personnel can access the laboratory.
* Keep the laboratory door CLOSED at all times.
* WASH hands when entering / leaving lab or when contaminated. Use wrists / elbows or kick controls to operate taps.
* DO NOT eat, chew, drink, take medication, store food or apply cosmetics in the laboratory.
* DO NOT take bags or outdoor coats into the laboratory.
* DO NOT wear headphones or earphones in the laboratory. Risk Assessments must be completed for anyone who is required on medical grounds to wear noise cancelling headphones (consultation with the University H&S advisor is required).
* DO NOT use mobile phones in the laboratory (except for using Safezone app in emergency).
* INFORM your PI if you are pregnant, immunocompromised, or taking medicines that could increase susceptibility to pathogenic organisms used in the lab.
* VACCINATION against Hepatitis B is recommended when working with unscreened human blood or tissue.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

* LAB COAT (Howie-style) must be worn fastened AT ALL TIMES.
* EYE PROTECTION must be worn AT ALL TIMES (unless approved Risk Assessment states it is not required).
* GLOVES must be worn as required by Risk Assessment. At least one glove must be removed to handle items likely to be touched by those not wearing gloves (e.g. telephones, paperwork, door handles, light switches) or when travelling between laboratories via corridors.
* WATERPROOF DRESSINGS must be used to cover to cuts, scrapes, etc. on exposed skin.

**WHILE WORKING**

* Ensure you have received appropriate TRAINING in the equipment and procedures to carry out.
* Keep benches and underbench areas CLEAR.
* Perform aerosol-generating procedures in a microbiological SAFETY CABINET [note 1].
* LABEL chemical/biological materials (name, date, organism, GM details) and store SECURELY in designated place.
* DO NOT leave biological material out on bench at end of the day, and dispose of when no longer required.
* Transfer samples or waste between labs using unbreakable, leak-proof containers.
* DISINFECT work area and equipment [add disinfection procedure; see note 2] when work is finished.

**SHARPS**

* AVOID use of sharps as much as possible.
* DO NOT re-sheath needles and DO NOT replace needles on a syringe.
* Dispose of needles immediately in appropriate SHARPS-BIN (GM or non-GM).

**BIOHAZARDOUS WASTE DECONTAMINATION AND DISPOSAL**

* TISSUE: [add waste disposal procedure; see note 3]
* LIQUID: [add waste disposal procedure; see note 4]
* DISPOSABLE CONSUMABLES: Place in double autoclave bag and send for autoclaving.
* NON-DISPOSABLE CONSUMABLES (e.g. glassware): [add decontamination procedure; see note 5]
* CHEMICAL WASTE: Use specialist chemical waste uplift for waste that cannot be disposed of down the sink.
* FLAMMABLE WASTE: DO NOT autoclave or send to be autoclaved.

**BIOHAZARDOUS SPILL**

* Disinfect spill area [add disinfection procedure; see note 6], then mop up with paper towel and dispose of in double autoclave bag.

**ACCIDENTS**

* REPORT all accidents or near-misses immediately to your PI. Accidents and near-misses should be reported online: <https://www.abdn.ac.uk/staffnet/working-here/health-and-safety-308.php>

**Notes page**

*Note 1*: The use of a microbiological safety cabinet is not a requirement at containment level 1, but all procedures should be performed so as to minimise the production of aerosols.

*Note 2*: The disinfection procedure should follow the procedure stated in the Risk Assessment(s) and/or Biological Safety Committee Application Form(s). It should include disinfectant and concentration to use.

*Note 3*: Tissue waste disposal should follow the procedure stated in the Risk Assessment(s) and/or Biological Safety Committee Application Form(s).

*Note 4*: The disinfection procedure should follow the procedure stated in the Risk Assessment(s) and/or Biological Safety Committee Application Form(s). The normal procedure for disposing of biohazardous liquid is to EITHER add disinfectant and incubate for a certain amount of time OR to send the liquid in an appropriate vessel for autoclaving, followed by disposal down the sink. Please indicate clearly the procedure to follow. For example, for chemical disinfection, include the disinfectant and concentration/dilution to use, the ratio to add, the minimum incubation time for disinfection, and how to safely store the liquid during the disinfection process (e.g. in an appropriate vessel placed in a dedicated container next to the sink).

*Note 5*: The decontamination procedure should follow the procedure stated in the Risk Assessment(s) and/or Biological Safety Committee Application Form(s). The normal procedure for handling contaminated non-disposable consumables is to EITHER fully immerse the items in disinfectant for a certain amount of time and then dispose of the disinfectant down the sink, OR to send the items for autoclaving. Please indicate clearly the procedure to follow. For example, for chemical decontamination, include the disinfectant and concentration/dilution to use, the minimum time for disinfection, and how to safely store items during the disinfection process (e.g. in a dedicated container next to the sink).

*Note 6*: The disinfection procedure should follow the procedure stated in the Risk Assessment(s) and/or Biological Safety Committee Application Form(s). It should include disinfectant and concentration to add and minimum time to leave before mopping up.