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BioSide Lines

FOSTERING SAFE WORK & LABORATORY PRACTICES THROUGH TRAINING & EDUCATION

Starting Fresh: Lab cleanouts

With fall just around the corner, campus is bustling with the beginning of another academic year. While students are moving into residence halls and preparing for fall classes, new labs may also be starting up. Whether labs of newly appointed Principal Investigators or those moving into new buildings, space and organization issues in a new lab often and understandably take precedence. In addition, cleaning out a former research lab can be a formidable process, regardless if it is a cleanout prior to moving or because a lab is shutting down.

With the advent of the fall semester, OBS would like to take the opportunity to remind PIs of their ultimate responsibility for ensuring all their research materials are safely removed, surfaces decontaminated as necessary, and the space clean and ready for the next user. Fortunately, although they will not take primary responsibility for cleanouts, UW-Madison Environment, Health & Safety (EHS) department personnel can provide guidance

and assistance. Detailed laboratory cleanout guidelines are available on the EHS website at: www.fpm.wisc.edu/safety under "Laboratory Move Guidelines."



Most importantly, infectious and potentially infectious materials should be disposed of by standard methods such as autoclaving, chemical disinfection, or (for medical sharps) through MERI. Please contact OBS for questions on disposal of any biological or biohaz-

ardous material. Unwanted or old chemicals should also be removed prior to vacating a lab space – please do not leave these for the next user to contend with! Detailed chemical disposal information is available in the UW-Madison *Laboratory Safety Guide*. As outlined in the Guide, most chemicals can be safely disposed via the laboratory sink or in the trash. Labs should fill out surplus chemical forms for any chemicals to be picked up by EHS. These forms along with an electronic version of the *Laboratory Safety Guide* are available on the Chemical Safety website at: www.fpm.wisc.edu/chemsafety.

Please consult with Chemical Safety for specific chemical disposal questions. Contact EH&S for pickup of radioactive waste and unwanted radioactive material. Finally, any remaining compressed gas cylinders in the lab should be returned to the vendor.

Don't wait until the last minute. Planning ahead and starting early is imperative. We're here to help!

LABORATORY SPILLS:

Preparing response kits and procedures

Pre-planning and preparedness in order to safely handle accidental releases of hazardous materials

are imperative given the wide range and quantity of potentially hazardous materials used in many UW-Madison laboratories.

Before working with any hazardous agent, material or chemical compound, it is important to read the applicable UW biosafety and/or animal protocol(s), Material Safety Data Sheets (MSDS), the associated standard operating procedures (SOPs) and discuss these materials with your PI or lab supervisor to better understand the nature of the hazards associated with your work. It is equally important to know the location of the nearest eye washes, safety showers, first aid and spill kits in advance.

Your lab should have on hand a number of different items to ensure lab personnel are prepared for and know what to do during an accidental spill of a chemical compound or biological agent (e.g., solvents, acids, human body fluids, bacterial cultures, etc.). Labs are also responsible for assuring that biohazardous and/or chemical spill kits are assembled and placed in strategic, accessible locations near areas where spills could potentially occur. Furthermore, all lab personnel who work with or

could be exposed to hazardous biological and/or chemical materials must receive training in the lab's spill and exposure response procedures.

The primary purpose of a spill protocol is accident preparedness and should be tailored specifically for the hazards in a given laboratory. The first step is to identify the potential hazards, both biological and chemical, and possible accident scenarios, then prepare instructions for mitigation. The spill protocol should be clearly written and provide easy-to-follow instructions for any individual working in the lab. Ultimately, it should provide guidance to protect you and others while carrying out the process of absorbing, neutralizing, then safely cleaning up the spilled material.

In order to efficiently carry out the procedures outlined in a spill protocol, a well-designed biological and/or chemical spill kit should be put together by each laboratory. For example, your laboratory or work area should have access to sufficient quantities of disinfectant to control biological spills and absorbents to control chemical spills. Spill kits should be readably accessible, all personnel working in the lab should know their location and they should be checked periodically to make sure they are fully stocked.

It is also important to remember that if you accidentally

spill a biohazardous or chemically hazardous material, there are some initial procedures to follow, such as immediately evacuating the lab if there is a potential for aerosol hazards and calling 911 in an emergency situation or if anyone is in danger. For releases of or potential exposures to biological materials, the *First Report of Biological Exposure or Release* form on the OBS website should be submitted within 24 hours (after the spill or event has been appropriately addressed).

Having well-thought-out spill kits in suitable places that are updated regularly will not only make accident cleanup easier, but also will enhance peace of mind in the workplace. Cleanup materials are required in every laboratory, so we encourage you to make spill preparation and response a priority.

MSDS QUICK FACTS

- ◆ Material Safety Data Sheets (MSDS) provide spill and leak procedures for chemical compounds.
- ◆ *MSDSs for Infectious Substances* (biological) are available through [Health Canada](#).
- ◆ MSDS copies must be available in each facility where hazardous materials are used.

Generic spill protocols and spill kit information are available on the OBS website under "Emergency Response." Contact OBS with questions or for assistance in preparing your lab's spill procedures.

TRAINING FORUM:

New safety training resources

Fall training updates are here!
The latest biosafety training materials and updates are available through Learn@UW.

Biosafety 103: Exposure Response is now available, at long last! This optional training covers biological material exposure prevention and response specific to research on campus. Learn practical tips for preventing exposures and what to do in the event of an exposure incident. Specific topics include safe work practices, PPE, engineering controls, response plan development, medical evaluations and exposure reporting. This class is important for anyone working in animal and/or biological research.

Biosafety 107: Building Biosafety into Your Research – Centrifuge Safety (available September 17) is recommended for anyone using laboratory centrifuges on cam-

pus. This optional training is designed to give users general safety information and basic use techniques to supplement centrifuge model manufacturers' instructions.

Biosafety 205: Hazardous Materials Shipping – Infectious and Biological Substances (Bio-HazMat) has been transformed into a two-hour narrated training course and associated quiz. Beginning September 12, trainees will no longer need to download the materials and fax the quiz to our office. The previous material download and subsequent faxed quiz was inconvenient and long overdue for transition to the web. Thanks to the many certificate holders for the recommendations and feedback submitted regarding the update to these training materials.

For additional information, please contact OBS or visit our training webpage at www.fpm.wisc.edu/biosafety/training.

POLICY UPDATE: *Sharps disposal policy*

Instruments that are intended to cut or penetrate skin (e.g., needles, syringes with needles, lancets and razor blades) require special handling and must not go directly to the landfill. These items are often referred to as “true” or “medical” sharps.

When discarding these types of sharps, you must place them in a designated sharps container, which is a specifically engineered container to hold sharp objects securely. Sharps containers, once filled to the proper fill line, are then to be placed in a MERI collection container for disposal and do not need to be autoclaved (BSL3 laboratory staff must consult their own procedures for disinfection of sharps containers prior to MERI disposal).

UW-Madison contracts with MERI (Madison Environmental Resourcing, Inc.) to pick up

these collection containers for proper treatment and disposal. MERI collection containers are most frequently located within a building's loading dock area or a secured room adjacent to the loading dock.

It is important to be aware that sharps and designated-sharps containers that contain uncontaminated items or have been autoclaved must still be placed in a MERI collection container and cannot be placed in regular trash destined for the landfill. Additionally, custodial staff should not handle sharps containers; instead, lab staff should personally transport sharps containers to the designated MERI collection container location in each building.

For more information on MERI collection containers and location, please contact your building manager. Designated sharps containers can be purchased through MDS web ordering system vendors. OBS also offers the online training module, Biosafety 104: Safe Use of Sharps, through Learn@UW.



Welcome & Farewell

UW-Madison Institutional Biosafety Committee Members

In FY2009, UW-Madison was collectively funded with over \$800 million in extramural research awards. Accordingly, the University is subject to the NIH *Guidelines for Research Involving Recombinant DNA Molecules* and has a Chancellor-appointed Institutional Biosafety Committee

(IBC). The IBC assesses research proposal elements and determines whether investigators have adequately addressed applicable safety and compliance issues. The IBC and OBS assist faculty and staff in observing safe biological laboratory practices, working to assure that biohazardous research is conducted in secure facilities in compliance with appropriate regulations.

The IBC's commitment to research review ensures UW-Madison's esteemed history continues through a thriving research community committed to exploring and applying new ideas to the real world. It is a notable honor to serve on the IBC, even as the committee's vital contributions often occur out of the spotlight. Please join us in welcoming our new members, as well as saying thank you to those who have completed their terms and to all IBC members for their generous and dedicated efforts. The full committee roster can be found on the OBS website.

New Members

Kristen Bernard, Ph.D.
Associate Professor,
Pathobiological Sciences

Joseph Dillard, Ph.D.
Associate Professor,
Med. Micro. & Imm.

Lindsey Moser, Ph.D.
Research Associate,
Med. Micro. & Imm.

Matthew Reynolds, Ph.D.
Associate Scientist,
Pathology & Laboratory Medicine

Amy Wong, Ph.D.
Professor, Food
Microbiology & Toxicology

Exiting Members

Johan A. den Boon, Ph.D.
Assistant Scientist, The Institute
for Molecular Virology

Charles Kaspar, Ph.D.
Professor, Bacteriology

Nancy Keller, Ph.D.
Professor, Med. Micro. & Imm.

Shigeki Miyamoto, Ph.D.
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