



Syracuse University Environmental Health and Safety Services

Use of Biohazardous Samples in Shared Imaging Facilities

Standard Operating Procedures

If biohazardous materials are used in a shared imaging facility (i.e. a microscope room) the following standard operating procedures must be followed by anyone using the BSL-2 material in the facility. Fixed samples are considered non-biohazardous and are not applicable here.

General: The following are general requirements for shared imaging facilities where biohazardous materials will be used.

- No biohazardous material may be manipulated.
- No food or drink is allowed.
- All individuals entering must complete Biosafety awareness training.
- Only individuals who have completed the University's Full Biosafety Training may image biohazardous materials.

Use Approval: The use of biohazardous material in a shared imaging facility must be approved by the University's Institutional Biosafety Committee. It is the responsibility of the Principal Investigator (PI) to apply to the IBC for approval to conduct any research including studies involving live imaging of BSL-2 materials. All imaging facilities to be used by the PI must be included in their IBC approval. The use of a new imaging facility will require the PI to submit an amended Application for approval by the IBC.

Signage: Biohazard signage must be posted on the door to the shared imaging facility whenever biohazardous materials are present in the imaging facility. The signage must display the biohazard symbol and an emergency contact name(s) and telephone number(s).

Entry Restrictions: All individuals entering a shared imaging facility where biohazardous material are used must complete Biosafety awareness training. Only individuals who have completed the University's Full Biosafety Training may image biohazardous materials within a shared facility.

Transportation: Whenever biohazardous materials are transported into or out of the shared imaging facility, the dishes/plates containing the biohazardous materials must be placed into a sealed, leak-proof secondary container and must be labeled to indicate the biohazard. Individuals handling the biohazardous material must wear gloves when handling the material and placing the material into the secondary transport container. Once the material is in the transport container, the individual must remove their gloves before transporting the container into public areas.

Personal Protective Equipment (PPE): PPE, including nitrile gloves and a lab coat, and eye protection (if a splash hazard exists), must be worn whenever biohazardous materials are being used in the shared imaging facility. After the biohazardous material has been placed on the imaging device (i.e. microscope stage), the gloves worn to place the material must be removed and disposed in the trash. A new pair of gloves must be donned prior to handling microscope controls, temperature control chamber, or computer keyboard and mouse.



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Waste: All biohazardous material must be removed from the imaging facility at the completion of the imaging. Any biohazardous waste generated must be transported to a BSL-2 laboratory and properly disposed of as regulated medical waste.

Spills: In the event of a spill or significant release of biohazardous material, notify everyone on present in the shared imaging facility of the spill/release, leave the room and contact the Department of Public Safety (315-443-2224). Supervisor of the Imaging Facility must also be notified of any spills.

Decontamination If a surface or area in the shared imaging facility becomes contaminated by a release of the biohazardous material, the surface/area must be wiped with disinfecting solution (1:10 dilution of bleach) or an EPA registered disinfectant to decontaminate the area. Following decontamination, the surface/area must be thoroughly wiped with an alcohol wipe(s) and then with a water-moistened tissues or gauze to remove the disinfectant and prevent corrosion.

Scheduling Imaging Facility Use: All use of biohazardous material in a shared imaging facility must be scheduled in advance and receive prior approved by the Supervisor of the Facility. The Facility Supervisor must track all biohazardous material use in the facility including date of use, person using and material used.