STANDARD OPERATING PROCEDURE				
Ragon Institute of MGH, MIT and Harvard	EBV supernatant - B958 growth, cultivation and freezing		**SOP#**	TC-SOP-002
	Originated by:	Alicja Trocha	Date:	23 November 17
	Laboratory:	Walker Laboratory	Pages:	1 of 2
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I. PURPOSE

The purpose of this procedure is to establish and outline the requirements for **anyone** desiring access to our laboratories, this requires full safety training, regardless how long he/she plans to stay or the level of pathogens with which he/she plans to work. This also applies to summer students at Ragon Institute.

II. SCOPE

This procedure applies to all employees, students and collaborators desiring to access Ragon laboratories

III. RESPONSIBILITIES

A. The Ragon Institute **Director and all Laboratory Principal Investigators** are responsible for the overall implementation of this procedure and ensuring compliance.
B. **Ragon Lab Managers** are responsible for periodically reviewing the application and maintenance of this procedure, and initiating any updates to this procedure.
C. **All employees, students and collaborators** are required to follow this procedure. Non-compliance with this procedure will result in the assignment of a corrective action plan.
D. **The Partners Institutional Biosafety Committee, Ragon Laboratory Managers and/or EH&S** are responsible for outlining additional PPE beyond what is stated if warranted through a regulatory requirement or industry best-practice.

IV. OVERVIEW

A. Each new person will receive a copy of **Ragon Orientation checklist.** The list must be completed and returned to Ragon Staff Assistant handling the orientation and on-boarding process. This form requires the following to be completed:

1. Ragon Safety training: with EH&S (every Friday at 1:00 pm)
2. Shipping and Transport (https://hub.partners.org/hazmat/): for those who will be sending packages national and international– ask your supervisor if this is required for your job
3. Bloodborne Pathogens: found on Healthstream.
4. Radiation Safety Training– ask your supervisor if this is required for your job.
5. Partners IBC: email is sent to the employee after PI adds them to their PIBC
6. Regulatory training: CITI (https://about.citiprogram.org/), Basic Biomedical course
7. Laboratory tour: to be scheduled with the floor manager
8. There are additional items which you need to be introduced to by the lab manager and checked off before this form will be signed and returned to the staff assistant.

B. After completion of the orientation material, there will be 1-2 sessions to watch actual work in the lab done by an experienced person. This will include discussion about proper disinfecting, cleaning, preparing the work area, disposal decontamination, and responsibilities. Additional items that will be covered include making disinfectant solution, safe working habits, incubator monitoring, transferring cultures between labs, etc. Special emphasis will be placed on frequent glove changing, double gloving in the hood, and making controlled movements. The next step is starting some tissue culture work under supervision for few weeks to become familiar with sterile technique and proper lab procedures.

C. All tissue culture training must be documented by completing the TC room training form (TC_SOP_001). After completion, this must be handed to the floor manager for records. Also, an assessment should be scheduled with the floor manager for authorized unescorted access into the tissue culture space/s.

D. New personnel will ONLY work with uninfected samples, learning how to grow, freeze, and thaw cells. New personnel are NOT allowed to work with HIV, HCV, or SIV positive samples until they have proven competence with the laboratory techniques (recommended time: 4 weeks).

E. These safety procedures are the same for people who only need to use BL2+ facility temporarily. Those people are required to give a summary of the work they are planning to do in the lab as well as a detailed schedule of their planned work. This is done to make sure that hoods and other equipment will be available at this time.