


STANDARD OPERATING PROCEDURE				
	Ragon Laboratory Dress Code		SOP#	LS-SOP-001
	Originated by:	Amruta Samant	Date:	25 April 17
	Reviewed by:	Alicja Trocha	Pages:	1 of 2
	Approved by:	EH&E		

I. PURPOSE

The purpose of this procedure is to establish and outline the requirements for attire and personal protective equipment (PPE) for Ragon Institute laboratories.

II. SCOPE

This procedure applies to all employees, students, contractors and visitors that enter and/or work in the Ragon Institute 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. **Environmental Health & Safety (EH&S)** is responsible for periodically reviewing the application and maintenance of this procedure, and initiating any updates to this procedure.
- C. **All employees, students, contractors and visitors** 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 in Section IV. (Procedure) if warranted through a regulatory requirement or industry best-practice.

IV. PROCEDURE


A. General requirements for all laboratory areas:

1. Closed-Toe Footwear.
 - a. For visitors that may not arrive with the appropriate footwear, disposable booties are required to be worn. Booties must be removed prior to leaving the laboratory.
2. Clothing (pants or skirts) that cover the lower body (legs).
 - a. If the clothing allows the legs to be exposed, leggings/tights or disposable Tyvek pants are required to be worn.
3. Long hair, scarves, jewelry and any items that can potentially become contaminated or caught in equipment must be appropriately restrained, covered or removed.
4. PPE must be removed prior to exiting the laboratory.

B. PPE requirements for performing tasks in a **BSL-1 (Main) Laboratory**:

1. When working on the lab bench with gloves, a lab coat is required.
2. Fume hood work requires lab coat, gloves, and eye protection (safety glasses with side shields or face shield). Safety glasses/ face shields can be found adjoining the fume hood.
3. UV/transilluminator requires UV face shield or UV-protection safety glasses with side shields.
4. Eye protection (safety glasses with side shields or face shield) is required for work with substances that can irritate or damage the eyes. Consult the Safety Data Sheet (SDS) if you are unsure of the properties of the material.

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- C. PPE requirements for handling and performing tasks with **cryogenic materials**. Tasks include but are not limited to moving or changing out liquid nitrogen tanks/dewars, attaching/detaching hoses to tanks/dewars, decanting liquid nitrogen, and retrieving cryotubes from storage.
1. Laboratory coat
 2. Cryogenic (insulated) gloves
 3. Full face shield
- D. PPE requirements **when entering and/or working in a BSL-2+ (Tissue Culture) laboratory when work is being performed (e.g. work in the biosafety cabinet)**. Remove all PPE prior to exiting the BSL-2+ laboratory.
1. Disposable gloves (double-gloving required when working in a biosafety cabinet)
 2. Safety glasses (with side shields) or a disposable face shield
 3. Solid front disposable gown
- E. PPE requirements **when entering a BSL-2+ (Tissue Culture) laboratory when no work is being performed**. Remove PPE prior to exiting the BSL-2+ laboratory.
1. Safety Glasses (with side shields) or a disposable faceshield
- F. Laboratory coats (non-disposable) must be:
1. Obtained from the racks located on each floor
 2. Hung on hooks or bench chairs when not in use (do not hang/store in desk areas)
 3. Placed in laundry hampers when soiled
- G. The following are available for visitors who may arrive at the Ragon Institute without the appropriate attire. Items are located in 963 and you do not need permission from EH&S to take these items for your visitor(s).
1. Safety glasses with side shields
 2. Disposable Tyvek pants
 3. Disposable booties
- H. Lockers for storage of footwear and clothing are available at no charge from the Ragon Receptionist (1st floor main desk).