2016 Safety Refresher Training

Presented By:
The Ragon Institute Lab Groups

September 13, 2016
POST EXPOSURE PROCEDURES FOR BIOHAZARD MATERIALS

13Sep16 Allen Lab
Biohazardous exposure SOP

- **WASH**
  - Remove contaminated garments
  - Wash with soap and water 15 minutes
    - If your eyes or face are exposed, use an eyewash or safety shower
  - Find a BUDDY to coordinate cleanup and containment
Biohazardous exposure SOP

• WASH

• CALL
  1. Call MGH Occupational Health at 617-726-2217, and describe the incident.
  • Have relevant information ready
POST POTENTIAL EXPOSURE INFORMATION CHECKLIST

Information should be gathered as quickly as possible by you or a BUDDY.

Name: ___________________________________   Badge Number:_______________________________

PI Name: ________________________________

Material (circle all that apply)

- Cell culture supernatant
- Human
- Non-Human Primate
- Plasma
- PBMCs
- Cultured Cells
- Whole Blood
- Mouse
- PBMCs   (JRCSF, NL43, IIIb, Other)
- Other

Source Information: Do not delay reporting to search for information!

Patient ID (Ragon, Fenway, Alias, Other) ________________________________________________

Date of Sample _____________________________________________________________________

HIV Viral Load? _________________

HCV Viral Load? _________________

Patient HIV Status: POS NEG UNKNOWN

Patient HCV Status: POS NEG UNKNOWN

Drug Resistance Mutations: ___________________________________________________________

Other Coinfections: _______________________________________________________________

Study/Project/Collaborator information: _______________________________________________

Route of Exposure (circle all that apply)

- Needlestick
- Laceration
- Other sharps stick
- Inhalation/Ingestion
- Other

Location of Incident

Building: _________________________ Floor: ______________ Room: ______________

Other: ___________________________________________________________________________

DESCRIPTION OF INCIDENT:
_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Log on to RagonConnect (note: this is not tied to your partners ID login), and select “lab SOPs” under “Connect to Resources For:” | “Laboratory Staff” on the bottom right. Open SOP 01-02 EMERGENCY PROCEDURE FOR ACCIDENTAL EXPOSURE MAY 2016”
Biohazardous exposure SOP

• **WASH**

• **CALL**
  1. Call MGH Occupational Health at 617-726-2217, and describe the incident.
     • Have relevant information ready
  2. Call your supervisor. Describe the situation and recommendation from occupational health
Biohazardous exposure SOP

• WASH
• CALL
• GO
  • Proceed to MGH or the ER, as instructed by occupational health
Biohazardous exposure SOP

- WASH
- CALL
- GO
- REPORT
  - As soon as possible after receiving medical care, within 24 hours
Reporting

1. Report the incident to your **lab manager** or directly to **Alicja Trocha** at 603-275-6685
2. Report the incident to a **Ragon Institute Biosafety Officer**
3. Complete an **Incident Report**
   - Some incidents require reporting to regulatory authorities within 24 hours
     1. Log on to RagonConnect (note: this is not tied to your partners ID login)
     2. On the bottom of the page, under “Quick Links”, navigate to the “Incident Reporting system” link
     3. Enter your partners ID login
     4. Select “Research Laboratory / Other Event”
     5. Fill out the form, and submit
Biohazardous exposure SOP

- WASH
- CALL
- GO
- REPORT

To find this information:
- Log on to RagonConnect (note: this is not tied to your partners ID login)
- Select “lab SOPs” under “Connect to Resources for:” “Laboratory staff”
- Open SOP 01-02 “EMERGENCY PROCEDURE FOR ACCIDENTAL EXPOSURE_MAY_2016”
EMERGENCY CONTACTS:

- Daniel Worrall, NP     CELL: (781) 696 0365
- Doug Kwon, MD         CELL: (415) 215 5337
- Eileen Scully, MD     CELL: (203) 906 6071
- Lenette Lu, MD        CELL: (216) 650 1307
- Boris Juelg, MD       CELL: (617) 401 6725
- Bruce Walker, MD      CELL: (617) 633 3691
Transport of Samples Between Labs to/from Ragon

Xu/Mathias Lab
September 13, 2016
Ragon Annual Safety Refresher
Ragon shipping SOP

• What is it?
  • Standard operating procedure on how to properly ship samples to/from Ragon
  • Compliance with country (import/export) & Ragon-specific requirements
  • Provides guidance on options for:
    • Classification
    • Modes of transportation
    • Etc.
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• Covers:
  • Category A infectious substances (i.e. HIV)
  • Category B biological substances (i.e. infected blood)
  • Exempt patient samples (samples not suspected to be infected)
  • Anything on dry ice
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• Procedure:
  • Classification
  • Packaging
  • Marking/labeling
  • Paperwork
Ragon shipping SOP

• What does it require?
  • IATA (International Air Transport Association) & DOT (Department of Transportation) training every 2 years
  • Proper modes of transportation

<table>
<thead>
<tr>
<th>Mode of Transportation</th>
<th>Yes or No</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partners Shuttle</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Carrier (e.g. FedEx)</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td>YES</td>
<td>Use tote bag</td>
</tr>
<tr>
<td>Biking (not preferred)</td>
<td>YES</td>
<td>Use tote bag</td>
</tr>
<tr>
<td>Taxi</td>
<td>YES</td>
<td>If they agree</td>
</tr>
<tr>
<td>Moped</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Personal or Rental Vehicle</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Public Transportation</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>
Secondary containers

• What is it?
  • Container that holds primary container (samples, reagents, etc.) & is securely closed
  • Durable, leak (and preferably break)-resistant, tight fitting lid
Secondary containers

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  • Container that holds primary container (samples, reagents, etc.) & is securely closed
  • Durable, leak (and preferably break)-resistant, tight fitting lid

• Purpose of it:
  • Provide a second layer of protection between substance and environment/people if primary container leaks or breaks

• Once hazardous sample has been placed inside secondary container, all person protective equipment must be removed before leaving the lab.
Using stairs or freight elevator when transporting within Ragon

- Capable of carrying heavier loads than passenger elevators
- Avoid spread of contamination
- Create a comfortable environment for others
How to ensure that you don’t contaminate handles

• Only one hand should be gloved
• Use ungloved hand to open doors and touch clean surfaces
Shipping outside of Ragon requirements

• Check for regulatory permits required for import/export of material
  • Work with the Biosafety Officer (Betsy) to obtain required permits (may require time so plan accordingly)
• Determine appropriate date for shipment
• Classify research samples (for assistance, contact Ragon Environmental Health & Safety)
• Package the samples
• Transport & ship samples via following methods:
  • FedEx or courier service, Partners shuttle, taxi (if provider agrees to transport), walking, or bicycling (not encouraged)
STP-302 Category B / Exempt Shipping System, Insulated
STP-302 Category B / Exempt Shipping System, Insulated - 8/Case Outer Box - OD 8 x 6 3/4 x 6" pre-printed with Biological Substance, Category B, UN 3373 and Exempt Human/Animal Specimen Markings • Insulated Chest – ID 6 x 4.5 x 4" • STP-150 50ml Absorbent Strip (1 ea.) • STP-700 Disposable 2-Part Secondary Pressure Vessel, Small (1 ea.)

STP-308SYS
STP-308SYS Category B / Exempt Shipping System, Insulated
STP-308SYS Category B / Exempt Shipping System, Insulated - 8/Case Outer Box - OD 11 3/4 x 10 x 15 1/2", pre-printed with Biological Substance, Category B and UN 3373 Markings; Insulated Chest – ID 8 x 6 x 11 1/2"; STP-151 Absorbent Strip (100 ml) (1 ea.); STP-609 Saf-T-Rap® Sticky Bubblewrap, 6 x 12" (1 ea.); STP-710 Disposable Secondary Pressure Vessel (Medium) (1 ea.); STP-804 UN 1845 Marking (1 ea.) • STP-819 Exempt Human/Animal Specimen Marking (1 ea.)

STP-30901
STP-30901 Category B / Exempt, Insulated Dry Ice Shipping System
STP-30901 Category B / Exempt, Insulated - 8/Case Outer Box - OD 11 1/4 x 9 1/2 x 8 1/2" pre-printed with Biological Substance, Category B and UN 3373 Markings; Inner Box - OD 7 5/8 x 4 5/8 x 2 7/8"; Insulated Chest – ID 7 3/4 x 5 3/4 x 5"; STP-150 Absorbent Strip (50 ml) (1 ea.); STP-609 Saf-T-Rap® Sticky Bubblewrap, 6 x 12" (1 ea.); STP-700 Disposable Secondary Pressure Vessel (Small) (1 ea.); STP-804 UN 1845 Marking (1 ea.) • STP-819 Exempt Human/Animal Specimen Marking (1 ea.)

STP-309SYS
STP-309SYS Category B / Exempt Shipping System, Insulated
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STP-320
STP-320 Category B & Exempt Shipping System, Insulated

STP-320R
STP-320R Category B, Insulated Shipper with Reusable Secondary Pressure Vessel
STP-320R Category B, Insulated Shipping System with Reusable Secondary Pressure Vessel, 1.2L Polypolypropylene Secondary Pressure Vessel. Valuated with Dry Ice, Gel Packs and Saf-T-Temp Packs. 4 per case

STP-340
STP-340 Category B Insulated Shipping System with Disposable Secondary Pressure Vessel
STP-340 Category B Insulated Shipping System with Disposable Secondary Pressure Vessel - Quantity - 2/Carot System Components: • Outer Box – OD 10 x 15 x 14 1/2" • Inner Box - OD 8 1/2 x 13 3/8 x 8 1/8"; • STP-700 Disposable 2-Part Secondary Pressure Vessel, Large (1 ea.) • STP-819 Exempt Human/Animal Specimen Marking (1 ea.)
Thank You!