



L2 LABORATORY ACCESS REQUEST

Please contact Sonia Rippa prior to submitting this access request

Date:

Starting date of the project:

Ending date of the project:

Weekly duration of experiments:

Last Name :
First Name :
Position :
Phone :
e-mail :
Office room number (UTC):
Supervisors' name (UTC supervisor):

Important informations:

- The interns are not allowed to work in the laboratory for terms under 5 months.
- A specific medical survey will be initiated and performed during the project.

Project title:

Funding:

GMO(s): name:

Biosafety Level:

Pathogen(s) : name

Biosafety Level:

Human primary culture cells: name

Biosafety Level:

Provider:

Indicate the ATCC number when possible.

Provide a document **certifying the BL** and/or giving details on **genetic constructions** for GMOs.

Informations on pathogen mode of contamination and health risk:

Experimental description of the project:

Need to take out BL2 cells or cell extracts for experiments in other laboratories:

Every modification of the project (cell type or experimental conditions) must be expressly notified to the lab manager.

Laboratory rooms/equipment required to perform the project:

Cell culture:

Microbiology:

Electrophoresis:

Radioactivity:

Biochemistry:

Culture room:

Cold room:

Liquid N2 storage:

-80°C freezer:

Name and signature of the supervisor:

Name and signature of the lab manager:

Names and signatures of the security committee members:

Important remarks:

Interns are allowed to handle Class 2 cells in accordance with containment procedures after a risk and security training by the laboratory manager and in accordance with GLP (good laboratory practices) taught by their supervisor. During a manipulation exposing interns to an additional risk (UV, chemical risk ...) the presence of the interns' supervisors is obligatory.

Every GMO must be declared by the Project Leader to the HCB (Haut Comité des Biotechnologies).

A closing sheet must be given back at the end of the experimentations to close the project.

RULES OF THE L2 LABORATORY

The attitudes and actions of people working in the laboratory determine their own safety as well as the safety of their colleagues and community. The design and the equipment of the laboratory can contribute to safety only if the staff is familiar with and truly cares about security issues.

I Every user of the L2 laboratory has to know the following operating rules

I-1 The biosafety committee:

The laboratory is managed by a biosafety committee which is responsible for ensuring that the established safety practices in the laboratory are respected.

It is composed of :

- The Research Unit Head UMR7025, Pr Karsten Haupt
- The L2 Lab Manager, Dr Sonia Rippa,
- The UTC Safety Engineer, Carolina Lacombe

This committee is responsible for clearly determining the traceability procedures in the laboratory. This committee delivers the authorization for any request of using the laboratory.

I-2 Operation of the committee

To obtain the authorization to use the L2 Laboratory, a form (attached document) must be completed by the future user detailing the research project and must be returned to the L2 Lab Manager. The internal requests of the UMR7025 will be signed by the supervisor (Project Leader), the L2 Lab Manager and the Research Unit Head. The university internal requests (except UMR7025) will be signed by the Lab Manager, the Safety Engineer, the Project Leader and the Head of each research unit. For the external requests, all the committee will sign the document.

The L2 Safety Rules document should be read and approved by users before starting experiments. A training to these rules will be organized by the Laboratory Manager before the beginning of the manipulations. A closure sheet is requested from users at the end of the experiments detailing storage of strains, products, materials, possible waste (attached document).

During the project, the laboratory manager can take random samples to check if the experiments are performed in conformity with the submitted project.

The Lab Manager must approve any entry of external staff into the L2 laboratory. In case of accident, spill, overt or potential exposure, the user must notify it, as soon as possible, to the Lab Manager.

A report will then be forwarded to the Safety Engineer and other committee members. If necessary, a special medical survey (assessment, treatment monitoring) will be initiated. Concrete measures will be taken to change experimental conditions to prevent a new similar accident.

I-3 Periodic security controls:

Access to L2 Laboratory must be authorized for periodic inspections by duly authorized people and / or technical UTC staff who are responsible for safety under the responsibility of the Safety Engineer and the Lab Manager and for the purposes of:

- Fire controls
- Electrical controls
- Autoclave controls
- Filtration devices control and replacement.

The control of the authorization of the personnel in charge of the security control will have to be ensured by the security engineer.

I-4 Procedure register:

A register of procedures is regularly updated and can be consulted in the laboratory locker room. All users of the laboratory must be familiar with this register, must respect the various procedures and may propose the addition of new detailed procedures related to their own experiments.

II Any user or visitor of the L2 laboratory undertakes to apply and / or comply with the following safety instructions:

II-1 The laboratory staff and other people entering into the laboratory must know the dangers they are exposed and must have been informed about safety precautions.

II-2 The laboratory must be kept clean and tidied, the non-necessary materiel for manipulations must be reduced to the minimum.

II-3 All the laboratory staff, visitors and interns entering the L2 laboratory must wear the protective clothes attached properly. These clothes mustn't be worn outside the laboratory. Shoecovers must be worn in all rooms.

II-4 Wearing gloves is obligatory for all experiments needing a direct handling of BL2 cells. The rings, or all jewells, risking to damage the gloves must be removed. The gloves must be removed properly, safely, then thrown with the L2 solid waste before elimination. It is forbidden to open doors with gloves.

II-5 Safety glasses, a mask or a face protection must be worn when necessary to protect eyes from splashes, dangerous products, UV or other rays.

II-6 It is absolutely forbidden to eat, drink, smoke, phone with a personal cell phone, to store food or other personal belongings, to put make up, to put or remove contact lenses in all the L2 laboratory. The cell phones must be left in the lab locker room.

II-7 Mouth pipetting is absolutely forbidden.

II-8 Long hairs must be attached.

II-9 L2 users must wash their hands after removing their gloves, every time they manipulated BL2 cells and before leaving the laboratory.

II-10 The working places (benches, hoods, incubators, centrifuges...) must be disinfected with the appropriate spray after every experiment, at the end of the day, and every time a BL2 culture or a derived product is spread.

II-11 Aerosols from BL2 cultures must be as reduced as possible.

II-12 Every liquid culture must be decontaminated before elimination. Every reusable solid contaminated material must be decontaminated before cleaning and reusing. Every disposable solid material must be thrown in a biological waste dustbin with a double autoclaving bag before autoclaving and elimination.

II-13 If an infectious agent needs particular conditions, it will be warned at the entrance of the laboratory.

II-14 Pregnant women or immunosuppressed individuals must be warned of potential risks.

II-15 The use of needles, syringes and other sharp objects must be strictly limited. Needles and syringes should be handled with great care to avoid self-inoculation and aerosol production during use and disposal. Do not bend or cut needles with your hands. They should be promptly placed in a puncture-resistant container and decontaminated, by autoclaving and incineration before disposal.

I, the undersigned, as.....(precise your fonction), have read the safety rules of the L2 Laboratory and I pledge to respect all of them. I declare I have been formed to all the Laboratory procedures and I agree to respect them.

Any incident, fact and / or prejudice caused to myself or to others resulting from the non-compliance by myself of the safety rules may incur my own responsibility, and result in the loss of my authorization to work in the L2 laboratory.

In Compiègne, the (date).....

Signature (preceded by « read and approved »)

L2 Laboratory Closing Sheet

Last Name:

First Name:

Date:

Stored bacterial strains (name and place):

Stored human cells (name and place):

Biological waste:

Possible incidents: Indicate the room, the date, the devices concerned and the decontamination procedure followed:

User signature:

Supervisor signature :

L2 Lab manager signature: