**ISIS Bio Lab induction**

**Updated on 27/02/2024**

**By Ludmila Mee**

**Website link:** [**ISIS BioLabs website**](https://www.isis.stfc.ac.uk/Pages/Biology-Laboratories.aspx)

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**Local Laboratory rules**

* Access is strictly restricted. Users will be given access after induction and appropriate training by the Bio lab team. Please do not allow anyone to tailgate you.
* **Safety goggles are compulsory.**
* **Lab coats are compulsory** with exemption (see below). The light blue labcoats are for general lab activities, the dark blue labcoats are for working with live cultures.

**The only exemption from wearing labcoat** is when you are:

* wearing your designated work clothes
* **and** not doing any experiments
* **and** spending less than 15 minutes in the lab

for example, brief visits from Estates, Health Physics, or Andy’s crew.

* Eating, chewing, drinking, smoking, storing food and medicines and mouth pipetting are forbidden.
* Always follow good laboratory practices (GLP) and keep your workspace and the lab clean and tidy.
* Do not use any instruments that you are not trained on, especially Sonicator, Centrifuge, Autoclave, QCMD, FT-IR, and Akta FPLC. There is a booking system to reserve instruments.
* The information on the specific waste routes can be found in the Site biological safety handbook located by the entrance to each lab. The vast majority of the waste generated in the lab can be disposed of by placing into large yellow clinical waste bin. Use the general waste black bin by the sink for hand towels and packaging only.
* Please remember to wash your hands before leaving the lab.

**Hazards in the laboratory – laboratory Risk Assessment poster on the wall and in the link below**

<https://www.isis.stfc.ac.uk/Gallery/BioLab%20waste%20routes.pptx>

* Biohazards – R80 (TS2) Bio lab is certified as containment level 2 lab. There might be users working with bacteria, however, the risk of contamination or infection to the lab users is negligible.
* High Frequency Sound. All sonicators in multiuser labs must be used with sound enclosure. You must ensure that the enclosure is closed and locked while sample is sonicating.
* UV radiation. The BioDoc-IT system in R80 Bio Lab and transilluminator box in the dark room of R55 Bio Lab are sources of UV light. Please wear eye protection when using both machines. Other users are encouraged to avoid the area when UV light is on.
* Electrical and Chemical – please be aware of the electrical and chemical hazards in the lab.

**Location of safety information**

* There is a general lab risk assessment which can be found on the notice board outside the lab in R80 and R55. Please read it before starting any work.
* Each kit/instrument has been assessed for any possible risk of hazards and measures have been taken to reduce the risk. You can find the risk assessments attached to or in the near vicinity of each instrument. We encourage you to familiarise yourself with the risks and follow all appropriate actions mentioned in the risk assessments for your own safety and safety of other users and staff.

**Booking Process**

* All equipment has to be pre-booked. Please follow the link to get access to IDEA ELAN <https://www.isis.stfc.ac.uk/Gallery/IdeaELAN%20ISIS-Creating%20an%20account.pdf>

**Reporting Process**

* Accidents/Incidents/Near misses – Please inform the Bio Lab Manager and/or the ISIS support team regarding any incidents or accidents and near misses that happen in the Bio Labs. They will ensure that this is reported and further procedures are followed.
* Chemicals/ lab supplies/Deliveries – We have some general chemicals, solvents and consumables in stock for the users. Please report if stocks are low to either Sarah Langham Sarah.Langham@stfc.ac.uk or Ludmila Mee Ludmila.Mee@stfc.ac.uk. If you would like to order any chemicals required for your experiments, delivered to ISIS, please make sure that they are marked for Sarah Langham’s attention. If possible, address them to R80, office 2.06.

**Site biological safety handbook**

* Please read “Site Safety Handbook – biological laboratories and beamlines”.

<https://www.isis.stfc.ac.uk/Gallery/Site%20Safety%20handbook%20Dec21.pdf>

* The physical copy of the book can be found on the board by the entrance to Bio Lab. The book will give you information regarding our policy, GMP and GLP containment levels 1&2, PPE, working on beam lines, storage of biological materials, and exposure to biological agents, etc.

**ISIS biological disinfection policy and arrangements**

* Please read the ISIS Disinfectant policy which can be found by the entrance to each lab.
* For cleaning small spills and your work area use either Virkon S (1% w/v) in distilled water or 70% Ethanol. Spray the area with disinfectant, leave for 5 min, wipe down with paper towels, and dispose into clinical waste bins.
* The liquid bacterial cultures should be treated with Virkon (either 1% solution or powder, ensure that the colour of resulting mixture is pink) and left overnight. You can then dispose of them down the sink with plenty of running water.
* Treat the large spills directly with powder, leave for a minimum of 1 h, mop up with paper towels and dispose in clinical waste bins.
* Please remember to report any spillages/incidents/accidents to the Bio Lab manger.
* Please remember that Virkon S has corrosive properties and should not be used on metals, or its contact with metals should be minimised.

**ISIS biological waste disposal policy and arrangements**

* Please read the ISIS Disinfectant policy which can be found by the entrance to each lab.
* Use the clinical yellow waste bins to dispose of any solid waste, including gloves and paper.
* All CL2 tissue culture laboratory waste should be autoclaved before disposing through the clinical waste route.
* Please speak to the Bio Lab Manager or a member of the ISIS support team if you are unsure of a disposal procedure.

**CL2 microbiological work**

* Please discuss your culturing needs with Bio lab manager

**Emergency contacts**

* **ISIS Main control room** x6789 or 01235 446789
* **ISIS Senior Laboratory Technician**

Sarah Langham x7059 or 077775757726

* **ISIS Biology Laboratory Manager**

Ludmila Mee x6490 or 07749401114

* **ISIS Support Laboratories Manager**

Sarah Youngs x6033 or 07827807499

**IN CASE OF CRITICAL EMERGENCY**

(SMOKE, FIRE, REQUIRING FIRST AID, etc)

* x6789 (Main control room)

followed by

* x2222 (Security)