*If you have questions, please call Ken at any time, day or night.*

*(859) 797-0843*

1. **PURPOSE:** This SOP explains the necessary steps for proper disposal of biohazardous material as well as, proper procedure for responding and reporting incidents of exposure to biohazardous material.
2. **SCOPE and RESPONSIBILITIES:**   
   1. Scope: The activities described in this SOP are to ensure efficient and safe handling, disposable, disinfecting, and reporting of biohazardous material.
   2. Responsibilities:
      1. Principal Investigator
      2. Co-Principal Investigator
      3. Research Coordinator
      4. Program Coordinator
      5. Program Fellows
      6. Postdoctoral Researchers
      7. Graduate Students
      8. Undergraduate Students
3. **DEFINITIONS and ABBREVIATIONS:**
   1. Definitions:

* Autoclave - a strong heated container used for chemical reactions and other processes using high pressures and temperatures, e.g., steam sterilization.
* Biohazard - a risk to human health or the environment arising from biological work, especially with microorganisms.
* Procurement - the action of obtaining or procuring something.
  1. Abbreviations:
* Hep B – Hepatitis B
* IRB – Institutional review board
* OSHA – Occupational Safety and Health Administration
* PT – Procurement Team

1. **SAFETY AND QUALITY CONTROL:**
   1. Follow appropriate precautions based upon OSHA guidelines, infection control policies, and/or the institutional procedure manual for the handling of bodily fluids.
   2. The Hep B vaccine is optional but highly recommended when working with human tissue.
   3. Ensure all necessary containers are labeled with a biohazard sticker.
2. **MATERIALS, REAGENTS, and EQUIPMENT:**

Various materials, reagents, and equipment may be required for the handling, disinfecting, and disposal of biohazard material. Generalized items may include, but are not limited to,

* Exam gloves
* CIDecon disinfectant
* Conflickt (Decon) disinfectant spray
* Tupperware container for instrument cleaning
* Biohazard bag
* Autoclave

1. **PROCEDURE:**
   1. To gain appropriate access to be a part of the Procurement Team, contact the Biorepository Program Coordinator.
   2. Do not use public elevators for transporting biohazardous material. You ***must*** use service elevators or stairwells. Gloves should not be worn.
   3. Any cooler, dewar, freezer, or other storage containing biohazardous material should be labeled with a biohazard sticker.
   4. Cleaning, disinfecting equipment and autoclave biohazard materials:
      1. Place all material used for dissection in a biohazard bag (shoe covers, gloves, underpad, weigh boats, mask, hat).
      2. Place dissecting tools in tupperware. Fill half way with Decon and the rest with water. Let soak for 10 minutes.
      3. Dump ice from cooler in sink.
      4. Spray countertop and cooler (inside and out) with Conflickt disinfectant spray. Leave for 10 minutes.
      5. After 10 minutes, dump the fluid from the tupperware in the sink. Rinse the tools and tupperware with water. Lay a paper towel on the countertop. Place tools on the paper towel to dry. If possible, open scissors to ensure proper drying.
      6. After 10 minutes, wipe down countertop and cooler.
      7. Take tupperware to MN507 for cleaning. Follow lab dish cleaning protocol.
      8. Take biohazard bag to autoclave. If autoclave is not in use, place biohazard bag on shelf inside autoclave. Close the doors to the autoclave. Run the appropriate cycle (?). Be sure to sign the log book.
   5. Exposure Incidents:
      1. Incident response: If a known or potential exposure to hazardous material (e.g., specific contact with eye, mouth, other mucous membrane, respiratory tract via inhalation, non-intact skin, or parenteral with potentially infectious materials that results from the performance of an employee's duties) remove personal protective and treat affected area following exposure incident response protocol.
      2. Exposure incidents must be reported immediately for the health and safety of both the employee and university community. The employee shall report the incident to his/her supervisor. The supervisor shall complete an incident report with Workers Care documenting the route of exposure and the circumstances under which the incident occurred.
2. **REFERENCES**
   1. University of Kentucky Biosafety Manual (4.0-University of Kentucky Biological Safety Requirements, 5.3-Exposure Incidents, 10.0-Decontamination and Disposal of Biohazardous Waste)

<http://ehs.uky.edu/docs/pdf/bio_uk_biosafety_manual_0001.pdf>

* 1. University of Kentucky OSH – Lab Exposure Protocol <http://ehs.uky.edu/docs/pdf/ohs_lab_exposure_protocol_0001.pdf>

1. **APPENDIX**

Biohazard sticker