

BSL2 Laboratories Practices at Biomedical Research Center	Code: QU-BRC-SFTY-FRM#01-2015-V03	
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Revised by: Naiema Al-Meer	Revision date: 14 Aug 2022	Pages: 3
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1. Keep laboratory door closed at all times.
 2. Post biohazard signs and labels at laboratory entrance and on equipment where infectious agents are used/stored.
 3. Allow only persons informed of the research and safety requirements to enter the BSL2 areas.
 4. Keep animals and plants not used in BSL2 experiment out of the laboratory.
 5. Do not smoke, eat, drink, handle contact lenses, apply cosmetics or store food in the laboratory.
 6. Do not mouth pipette. Use mechanical pipetting devices.
 7. Avoid using hypodermic needles.
 8. Do not bend, break, or recap needles. Dispose of needles in puncture-resistant boxes.
 9. Remove any broken glass with the help of a brush, dustpan, tongs, or forceps.
 10. Wash hands after completing experimental procedures, after removing gloves and before leaving the laboratory.
 11. Wear protective laboratory coats, gowns, smocks, or uniforms designated for laboratory when appropriate.
- Remove protective clothing before leaving the laboratory.
12. Avoid making splashes or aerosols.
 13. Use biological safety cabinets for procedures involving the manipulation of bio-hazardous materials.
 14. Disinfect work surfaces after completion of work and immediately after a spill or splash.
 15. Disinfect equipment routinely, as well as after each spill, splash, or other potential contamination.
 16. Disinfect all biological waste before discard. Decontaminate other contaminated materials before washing, reuse or discard.
 17. Package potentially infectious materials in closed, durable, leak-proof containers during collection, handling, processing, storage, or transport within facility. For off-site decontamination, package contaminated materials in durable, leak-proof containers and secured for transport.
 18. Control insect and rodent infestations.
 19. Immediately report incidents to the laboratory supervisor.
 20. Keep areas neat and clean.

I,, hereby acknowledge and declare that:

- (i) I have read and understood the contents of this form and Qatar University's related policies, and have been given full opportunity to discuss the implications of this consent of my own free will and my decision is not based upon representations or advice by representatives of Qatar University.
- (ii) I received and read a copy of the biosafety work and safety guidelines (including Qatar University Laboratory Safety Policy as attached with this document).
- (iii) I agree to conduct my activities in accordance with Qatar University's policies and understand that breaching these standards may result in legal actions and remedies available to Qatar University.
- (iv) I agree to provide valid documents of Hepatitis B immunization before start working in the laboratory or provide a reason (medical or other) for not getting the vaccine.
- (v) I will inform the BRC management about any medical or physical condition that constitutes me as a high-risk individual.
- (vi) I attended a practical training provided to me by Qatar University which included:
- a Basic definitions and principles concerning biosafety
 - b How to identify and handle different risk group agents
 - c Risk assessment procedure
 - d General lab rules
 - e Waste management
 - f Emergency protocols (emergency eye wash & shower, fire, medical, and hazardous spills)
 - g Chemical storage and segregation guidelines

I will strictly follow the specific work and safety rules and procedures required at Qatar University and I release BRC from any liability in case of an accident resulting from negligence or misuse in the lab by my end

Name:..... Date:..... signature:.....

Violation Memo

STRICTLY PROHIBITED ACTIVITIES

To be “***responsible and accountable for actions and performance***”.

Along with *Quality* and *Ethics*, these are the three values which the BRC is proudly committed to.

In-line with our values and for the safety of our staff, environment, and community, we remind you of the following prohibited activities:

- 1- Removing the ID card while in the BRC premise
- 2- Touching door handles or walking outside the lab while wearing gloves
- 3- Moving items such as flasks, Beakers etc. from one location to another without using a trolley. Or containment (box or bottle carrier)
- 4- Moving hazardous agents such as cultures, samples etc. outside the lab without proper secondary container.
- 5- Wearing loose jewelry while working in the lab.
- 6- Wearing open shoes while working in the lab.
- 7- Working in the lab with a loose hair (uncovered/untied).
- 8- Failing to comply with hand washing policy (after handling hazardous agents, after removing gloves, before leaving the lab).
- 9- Eating, drinking or storing food/drinks in the lab.
- 10- Leaving the biohazard containers or waste bins open.
- 11- Keeping unlabeled containers (flask, beaker, or any other kind of container) inside the lab or in any storage space such as freezers and fridges, this also include containers filled with any kind of liquid in the sink.

A penalty ranging from issuing a written warning to temporary suspension from working in the labs will be imposed as a result of committing the mentioned violations.

In signing this form, I acknowledge that I have read and understand BRC laboratory prohibited activities and do hereby accept BRC disciplinary actions when violation committed by myside.

Name:..... Date:..... signature:.....