1) Cell culture room equipment (room 311A)

Standard Operating Procedure|

1) The Mauzeroll cell culture room is available for the Cosa and Luedtke groups Mon and Wed 6 pm-10pm and the rest of the week 8 am to 10 pm
2) Sign-Up on the Faces Scheduling System prior to access is mandatory
3) All solutions must be kept in your own fridges
4) Wash you hands before touching the doorknob and wear a mask to enter room 311 where another student might be working (you can remove it once in room 311A)
5) Only 1 Person can occupy the cell culture room (311A) at a time
6) Once in room 311A wash your hand with the antibacterial soap as usual and put on clean gloves
7) You can now work as you normally would by fallowing the cell culture room procedure annexed
    a. Exceptionally, you can wear clean gloves to use the microscopes and the computer keyboard to make the disinfection process easier at the end.

Disinfection before leaving the room

1. Dispose of your waste in the appropriate container
2. Disinfect all the surface you have touched with EtOH 70%, wash with particular care:
    a. biosafety cabinet window
    b. microscope eye pieces around the ocular lenses
3. Disinfect the doorknobs of room 311A and 311

CELL CULTURE ROOM PROCEDURE

#1	Mandatory Personal Protection Equipment

-Lab coat
-Glasses

#2	Special Handling Procedures and Storage Requirements:

Frozen stocks of cancer cells are stored in the Nitrogen Tank in room 311A. Wear face protection and nitrile gloves during handling of frozen stocks.
Cells are incubated in the incubator in room 311A. Wear nitrile gloves and lab coat while handling cells.

#3	Decontamination:

All disposable equipment that came in contact with cancer cells must be decontaminated with bleach. All reusable material can be disinfected using 70% (v/v) ethanol. Before and after experiments the hood surfaces (table and glass window) are disinfecting with 70% (v/v) ethanol. Nitrile gloves are taken off first, followed by the laboratory coat and hands are washed using antibacterial soap following the washing method explained in section #4 (designated area).

#4	Emergency Procedures:

<u>In all cases:</u>

1. Stay calm!
2. Inform someone from the laboratory.
3. Report accident in the report book.
4. If you cannot handle the situation or a person needs professional medical attention contact the emergency (Downtown phone number 3030 or 911).
5. If an injured person has to be transferred to a hospital, he should carry a contamination worksheet.

<u>Emergency Procedures:</u>

Fire:

1. If the experimentalist clothes are on fire, get the person to the floor and roll him or her to smother the flames. Use a safety shower (room 311), left hand side immediately thereafter.
2. If there is a fire in the laboratory and you are trained using the fire extinguisher, try to control the fire and if the fire can't be controlled, close the doors behind you and pull the fire alarm located outside of laboratory 311, left hand side.

Chemicals:

1. In contact with clothes: Use the emergency showers in room 311 to flush the contaminated areas for at least 15 minutes. Protect your eyes. Take of contaminated clothes and shoes.
2. In contact with eyes: Use the emergency eye-showers to flush eyes for at least 15 minutes. Rotate eye balls in all directions and lift your eyelids to remove contamination. Contact lenses have to be removed.
3. Chemicals in contact with skin: Rinse the affected area immediately with large volumes of water.
4. Mucous membranes: Rinse the affected area with water during at least 15 minutes.

Corrosive chemicals minor or major spills on bench or on floor:

1. Put on the necessary protection equipment for your own safety.
2. Secure the accident area to make sure to avoid further injuries or accidents
3. Evacuate the accident area by informing everyone in the laboratory.
4. Doors must be close.
5. Limit the spill with absorbent material.
6. Decontaminate with the appropriate substances from the border to the center.
7. If necessary, let the substance decontaminate for up to 30 minutes.
8. Clean the spill with absorbent material and avoid expanding the spill.
9. Discard waste appropriately.
10. Clean contaminated surfaces with ethanol 70%.

#5	Waste Disposal:

The non-anatomic contaminated biological materials and the contaminated serological pipettes are thrown in the biohazard boxes containing plastic bags. Once the garbage is full, the box cover is closed with tape. The garbage is identified with the appropriate label on the side of the box (date, biological content, responsible person). The full boxes are collected by the hazardous waste management team of McGill.

#6	Training Requirements:

- Introduction to Biosafety & Safe Use of Biological Safety Cabinets given by McGill's EHS team
- Training by a senior of the lab.

2) Milli- Q Water Pick-up

Standard Operating Procedure for Pulp & Paper groups requiring Milli-Q water from my lab

1) Request a FACES account
    a. Please send the name and email of your personnel to Jeremy at jeremy.dawkins@mail.mcgill.ca
2) If you sign up for the Milli-Q system on a given day at any hour, it means that:
    a. You will leave your water dispenser, identified with your group name, in front of the emergency shower on the P&P 3rd floor next to PP307 on the sign up day.
    b. One of the Mauzeroll group members will fill your container and place it back in front of the emergency shower on the P&P 3rd floor next to PP307 by 16h30 the next day.
3) We suggest filling up large water containers for your group to last you several days.
4) Currently available days are:
    Leave Monday/Get it Tues;
    Leave Wed/Get it Thurs;
    Leave Thurs/Get it Friday