

Standard Operating Procedures

Laboratory Specific – Biochemistry Shared Instrumentation Facility

Incubator Shakers, Large Floor Models and Table-Top

Department: Chemistry and Biochemistry Date when SOP was written: Sept 20, 2012

Date when SOP was approved by the lab supervisor: _____

Supervisor Name and Signature: Margot Quinlan _____

Internal Laboratory Safety Coordinator/Lab Manager: Matthew Graf

Laboratory Phone: 310- Office Phone: 323-447-6288

Emergency Contact: Margot Quinlan (310) 206-8064

Location(s) covered by this SOP: Young Hall 5044, 5048A, 5048B

Type of SOP: Process Hazardous Chemical Hazardous Class

Purpose

Incubator shakers are used for the growth of liquid cultures. No direct hazards are presented by proper and safe usage. The most prevalent possible hazard is spills and breaking of culture vessels, resulting in broken glass and damage to the instrument hardware.

Potential Hazards/Toxicity

Inhalation – N/A

Skin – N/A

Eyes – N/A

Ingestion – N/A

Additional – Standard Electrical Hazard for all instruments - avoid touching electrical junctures and mind liquid spills which could damage electrical components.

Basic Training Requirements

- Lab personnel working with the **any facility instrument** must have attended the '*Laboratory Safety Fundamental Concepts*' classroom training course offered by EH&S and have read and signed the Shared Instrument Facility General Use Safety Policy.
- Lab personnel must have attended an instrument specific training session with the Biochemistry Instrument TA or Instrument facility approved manager prior to any use, covering general use and safe practices of the instrument in question.

Personal Protective Equipment (PPE)

No Additional PPE is required beyond what is stipulated by the General Use Safety Policy.

Respiratory protection

None required

Hand protection

None required unless by the demands of a users personal experiment.

Eye protection

Standard Goggles.

Skin and body protection

Lab coat, long pants, closed-toed shoes.

Hygiene measures

Avoid touching instrument surfaces with gloved hands. Wipe instruments with 20% EtOH - dampened towel following use.

NEVER TOUCH Computer surfaces (mouse, keyboard etc) with gloved hands.

Engineering Controls

None required.

First Aid Procedures

Treat if possible in accordance with the type of injury, consult a physician or seek emergency care if necessary.

Spill and Accident Procedure

Clean any spill according to the demands of the chemical nature of the experiment being conducted. See the General Use Safety Policy.

Medical Emergency Dial 911 or x52111

Life Threatening Emergency, After Hours, Weekends And Holidays – Dial 911

(or 310-825-1491 from cell phone) or contact the Ronald Reagan UCLA Medical Center (emergency room) directly at **x52111** (located at 757 Westwood Plaza, enter from Gayley Avenue). *Note: All serious injuries must be reported to EH&S at **x59797** within 8 hours.*

Non-Life Threatening Emergency– Go to the Occupational Health Facility (OHF),

x56771, CHS room 67-120 (This is on the 6th floor, 7th corridor, room 120. Enter through the School of Dentistry on Tiverton Drive and proceed to the “O” elevator to the 6th floor.)Hours: M - F, 7:30 a.m. to 4:30 p.m. At all other times report to Ronald Regan UCLA Medical Center (emergency room) at **x52111**. *Note: All serious injuries must be reported to EH&S at **x59797** within 8 hours.*

Needle stick/puncture exposure

Possible hazard if dealing with broken glass as part of a spill situation. Protective gloves should be worn in such an incident.

Decontamination/Waste Disposal Procedure

Label Waste

N/A

Store Waste

NO WASTE STORAGE ALLOWED IN FACILITY

Dispose of Waste

CHEMICAL WASTE TO BE DISPOSED OF BY USER OUTSIDE OF FACILITY

Gloves and towels free from exposure to Hazardous chemicals may be disposed of in provided trash cans.

Safety Data Sheet (SDS) Location

Copies Located in the "Facility Safety Binder" in Young Hall 5044

Protocol/Procedure

To avoid spills of culture media, never fill a culture vessel with more than 50% of its volume capacity. Ensure that vessels have some type of secure covering (foil or caps).

Spills and breaks are most likely to be caused by imbalances during shaking. Ensure vessels holders are well secured to the shaking table with sufficient screws. Use the proper size holder for the culture vessel. Evenly distribute culturing vessels on the shaking table to maintain balance.

If no other culture vessels remain inside incubator when your own items are removed, switch off the shaking table so that it is not worn down by unnecessary use.

NOTE

Any deviation from this SOP requires approval from a Facility Manager.

Documentation of Training (signature of all users is required)

I have read and understand the content of this SOP and have undergone training by an approved Facility Manager. I also attest that I have read and signed the Instrumentation Facility General Use Safety Policy prior to this instrument specific training.

| Name | Signature | Date |
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