

Work protocol GI HG01.228 (ML-1 microscopy room), part 3 – version 2

By HM, last update: 17.10.2024

Room

ML-1: HG01.228

General

In the ML-1 room HG01.228 light microscopy observations are performed on GMO-containing samples. Users are expected to prepare samples at their respective departments, and bring them to the GI (department of General Instrumentation) microscopes in a closed, leak-proof, shatterproof box, which is disinfected on the outside before transport to the GI with isopropanol (or a different appropriate disinfectant). After completion of the experiments, samples and all other GMO-contaminated materials are returned to the users' department. The samples usually contain small amounts (μ l) of GMOs.

Acronyms

AVM	Assistant VM
BVF	Biosafety officer
GI	department of General Instrumentation
GMO	Genetically Modified Organism
VM	“Verantwoordelijk Medewerker” – responsible employee

Disinfection

Surface disinfection

Users need to clean work surfaces with isopropanol before onset of the experiments. These disinfectant bottles are refilled every 3 months by the VM (“verantwoordelijk medewerker”, Responsible Employee) or AVM (assistant VM). If necessary (depending on the type of GMO), the user will bring their own appropriate disinfectant to the GI. Waste and other potentially contaminated materials are returned to the user's department in a closed, leak-proof, shatterproof box. The box' exterior is disinfected with isopropanol (or other appropriate disinfectant) before transport.

Cleaning protocol

Arrangement with the cleaning personnel

The cleaning personnel will not enter room HG01.228.

Cleaning by users

- Users will wear a lab coat with a red collar; additionally, also gloves are worn.
- If isopropanol does not suffice as a disinfectant, then the user will provide their own, suitable disinfectant.
- Before and after experiments, the users will clean their own working space and microscope with appropriate disinfectant.
- The user will transport all waste and other potentially contaminated materials back to their own department. This is done in a closed, leak-proof, shatterproof box, whose exterior is disinfected with isopropanol (or other appropriate disinfectant) before transport.

Cleaning by the VM or AVM

- Every 2 weeks the surfaces and the microscopes are disinfected using isopropanol by the VM or AVM
- Sinks, doors, floors and furniture are cleaned twice a year using water and soap, by the VM or AVM
- The VM or AVM check weekly if there is enough isopropanol, hand disinfectant and paper towels in the room, and if needed, will supplement them.

- In the room, in a folder, there is a file describing these cleaning tasks. Completed tasks are signed thusly on the cleaning lists.

Transport

Transport

- Users are responsible for returning their samples and other potentially contaminated materials back to their own lab.
- The transport is done in a closed, leak-proof, shatterproof box, labeled appropriately for GMOs.
- Users disinfect the exterior of this box with isopropanol (or other appropriate disinfectant) before transport.

Incidents

Attention! For each incident, no matter how small, the BVF (biosafety officer) of team BioRisk Prevention has to be alerted immediately by phone (preferably by the VM or AVM)!

- During office hours: Tel: (024-36) 19660
- **In case off emergency** outside of office hours: Tel: (024-36) 55555

What are incidents?

An incident is an unintended, unpredicted event. Some common incidents include fire, spills, leakage which possible introduction to the environment.

How to handle incidents:

- If there is immediate danger (e.g. fire), call for emergency response on 55555
- Immediately contact a VM or AVM (see list below)
 - The VM or AVM contacts the BVF.
- Follow the protocol for that specific type of incident (see below)
 - Small spills
 - Big spills
- Inform Hetty or Jelle of the incident
 - The VM or AVM will note the incident in the incident log, which is kept in the room

Contact a VM or AVM

Please contact the VM or AVM of the GI (Hetty or Jelle). If they are not available, please contact the VM of another department.

GI:

- VM: Hetty Manenschiijn-Wezeman, room HG01.222, phone: 52199
- AVM: Jelle Postma, room HG01.222, phone: 52199

Other departments:

- DCN:
 - VM: Eric Jansen, 53231
 - AVM: Debbie Tilburg-Ouwens, 52303
- Microbiology:
 - VM: Suzanne Haaijer-Vroomen, 52566
 - AVM: Robert Jansen, kamer HG02.343
- IMM (Physical Organic Chemistry):
 - VM: Pam Heijmans, +31618231721
- Plant & Animal Biology:

- VM: Daan van den Brink, 52869
- (A?)VM: Juriaan Metz, 52310

Protocol for spills of GMO's – small spill (less than 1 L)

- Wash your hands and if needed your face.
- Remove the lab clothing if they are contaminated. Contaminated clothing needs to be decontaminated.
- Put on (vinyl) gloves
- Remove as many obstacles from the spill site as possible. Be careful around glass shards and other sharp objects; only touch those using tweezers.
- Cover the spill with paper towels covered with disinfectant.
- Wait at least 10 minutes.
- Remove the tissues. Use tweezers if there is broken glass. Wipe up the material with more tissues. All waste materials need to be inactivated by autoclaving.
- Disinfect the spill site with tissues drenched in disinfectant.
- Clean the affected surfaces with water and soap.
- Take off the gloves. Disinfect your hands with the hand disinfectant.
- Notify the VM and the BVF.

Protocol for spills of GMO's – big spill (more than 1 L)

- If there are other users in the room, warn them. Prevent people from walking through the affected area.
- Wash your hands and if needed your face.
- Remove the lab clothing if they are contaminated. Contaminated clothing needs to be decontaminated.
- Disinfect your hands again.
- Everybody leaves the room. Bar others from entering. Warn the VM.
- When possible, wait 15 minutes before entering the room again. This to allow aerosols to dissipate.
- Put on clean lab clothes and (vinyl) gloves
- Remove as many obstacles from the spill site as possible. Be careful around glass shards and other sharp objects; only touch those using tweezers.
- Pour a ring of disinfectant around the spill site, to prevent further spreading of the contamination.
- Cover the spill with paper towels wetted with disinfectant.
- Wait at least 10 minutes.
- Remove the tissues. Use tweezers if there is broken glass.
- If needed, cover the remaining spill again with tissue or filter paper. Repeat until all the liquid is gone.
- Disinfect the spill site with tissues drenched in disinfectant.
- Clean the affected surfaces with water and soap.
- All waste, including glass, has to be disposed via autoclaving.
- Take off the gloves. Disinfect your hands with the hand disinfectant.
- Notify the VM and the BVF.

Further information regarding incidents, see:

“Procedure: handelen na incidenten, ongevallen en calamiteiten in of nabij ruimten waar met GGO's en/of Biologische agentia wordt gewerkt / calamity instruction involving Biological agents and GMO's (Versie 6)”

(printed copy is found in this folder)

Link:

<https://webshare.zenya.work/4mkncbdr7rd7dv6l/Document.aspx?websharedocumentid=c3de67d9-b956-4698-97b8-36040d9015d3>