



Prior to handling any biological samples please complete the Vanderbilt online biosafety training.

1. First and foremost, be aware of what you are working with. Make sure whoever has submitted a sample to you has filled out a sample submission form for all samples. This form can be found on the McLean lab website: [here](#).
2. Make sure you are wearing proper PPE. Gloves, goggles, and lab coat are standard. A lab coat is necessary because it is not possible to fully decontaminate fabric which has come into contact with biohazardous materials. A face mask may also be worn to avoid exposure to samples which may flick off of eppendorf tubes.
  - a. For lab coats, an in-house laundry service is available. Do not take dirty lab coats home as this could spread contamination.
3. When preparing and handling samples keep diligent track of all surfaces that your sample has contacted. All of these surfaces must be thrown in a biological waste container or properly cleaned.
  - a. To clean non-disposable equipment such as glass syringes it may be necessary to soak the item briefly in a 10% bleach solution. This solution must be made fresh every week. If the bleach solution is older than one week it is no longer good.
  - b. Biohazardous disposable syringe tips and other sharps need to go in the red **biohazard sharps container**.
  - c. Biohazardous broken glass needs to go in the red **biohazard broken glass container**.
  - d. Used gloves and other solid, non-sharp, disposable waste needs to go in the red **biohazard waste container**.
4. As you are working with biological samples collect all waste liquids that have contacted the sample in a marked biohazard beaker/Erlenmeyer flask. At the end of the day/experiment add 10% vol/vol bleach and wait 30 min. You may then pour the solution down the drain with excess running water.
5. After you are done working for the day spray the bench top with the 70% EtOH solution, wipe it clean, then spray with a 10% bleach solution and leave to dry.