LABS Meeting
Lab- and Bio- Safety Staff Meeting

UPDATES

MEETING CANCELLED DUE TO EXPECTED SCHEDULING CONFLICTS (VACATIONS)

LOOK FORWARD TO SEEING YOU IN SEPTEMBER!
Updates

- Inspections
- New operations Freezer form
- How to implement the working alone Buddy System with security
- Door propping
- Walk through observations
- Labels
- Biosafety note
Lab Inspections

► These have resumed. I will be reaching out to labs to schedule inspections. Options and relevant details about how we can perform the inspection and new expectations will be outlined in the email.

► We very much appreciate your cooperation as we try to navigate the lab spaces in a safe and healthy manner.

► If you have any questions, please don't hesitate to ask.
Freezer Request Form

- As a heads up, we have added a new Freezer Request Form to our operations website. This form is for any new freezers or any existing freezers being moved to a different location on campus.

- Here is the link: https://www.hsph.harvard.edu/operations/forms/

- With this, we hope to have requests laid out in better detail before obtaining approval from senior leadership.

- Please feel free to share this with the research community during the next ROMs meeting.
Buddy system

When working alone, best practices says:

• Work only with low hazards
• If you cannot, use a Buddy system

Often working alone can occur at night. FXB Security is a resource to establish a Buddy System.

Connect with them via phone or email:
FXB Security (617) 432-1040 (2-1040). FXB desk staffed 24/7.
HCSPH Security Email HSPHSecurity@HU.onmicrosoft.com

How to implement a Buddy system with security: setting up a protocol.

1. **Request a Buddy for the night you will be working alone**
   Provide the hours you desire the Buddy system, the location where you will be working, your phone number, and in case of an emergency number to security.

2. **Establish a check-in routine**
   You will call the security desk every hour (or every two hours) and confirm with them when you have left the building for the designated work period.

3. **Establish a ‘what if…’**
   If they do not hear from you within 5 minutes of designated time, they will call you. If you do not answer, security will go to your designated working area to look for you and if they cannot find you, they will call your number again and then your emergency contact number. You should establish a protocol with your emergency contact.
Door propping
Here are a few things we want you to know:

- Labs are designed not to recirculate air, have high air turn over rates, and typically maintain a negative pressure to prevent lab hazards like VOC (volatile organic compounds) escaping into the halls. This design is based around lab doors remaining closed; these measures have the potential to be compromised with door propping.

- Doors that are propped with magnetic holders will release in the event of a fire. Propping doors with stoppers will not automatically release. There should be a plan to make sure the doors close upon exiting (this is the C in R.A.C.E from last LABS Meeting; confine). This will help limit the spread of fire or other hazards.
Walk through observations: things we no longer want to see

- Sitting at your desk wearing your lab coat
- Storing lab coats on the back of office chairs or in office space
- Shorts in lab
Walk through observations:
things we want to continue to see

- PRACTICING THE ONE GLOVE POLICY
- WEARING LAB COATS IN BL1 AND BL2 LAB SPACES
- CLOSED TOE SHOES
A plasmid containing a viral gene is not the same as having the actual virus itself.

Be sure that your labeling to communicates the nature of you research.

Creative labeling has a place, but on research materials, it’s best to keep it specific.
Are you collecting or using any primary human material during the COVID-19 pandemic?

There is a risk that these samples could contain SARS-CoV-2 even if you are not targeting COVID-19 participants. Please reach out your Biosafety Officer for additional requirements or any questions.
Let us know if you have any questions or concerns.

CHEERS TO ENJOYING THE REST OF AUGUST