**Standard Operating Procedure (SOP) for Research Involving Permissible Quantity Select Agent (SA) Toxin**

 **IBC #**

### Section I Administrative Information

**Please complete this form and attach it to your IBC application in eSirius. Submissions separate from the formal application in eSirius will not be accepted.**

|  |  |
| --- | --- |
| **Department:** | Department name |
| **Principal Investigator (PI):** | Name and phone number |
| **Lab manager:** | Name and phone number |
| **Emergency contact:** | Name and phone number |
| **Lab phone number:** | Lab phone number |
|  |  |
| **Location(s) covered by the SOP:** | Building / room number(s) |
| **SOP creation / revision date:** | Date |
| **PI Approval:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Toxin** | **Max. amt. in possession in the lab at any time** | **Max. amt. to be ordered at any one time**  | **List how Toxin(s) will be used:** |
|       |       |       | [ ]  *In vitro*[ ]  I*n vivo*  | IACUC Protocol #      & Approval Date       |

**Brief description of proposed SA Toxin work:**

### Section II Brief Safety Overview

The PI or lab manager is responsible for ensuring that the following items are addressed before allowing any lab member to work with this SA Toxin:

* Train employees on the safe use and handling of the SA Toxin while in the lab. The training should include a discussion of the known and potential hazards; an explanation of the relevant policies, techniques and procedures including the proper use of personal protective equipment (PPE), and emergency/spill procedures and containment equipment (engineering controls).
* Limit access to authorized users.
* Minimize the possibility of inadvertent ingestion, inhalation, and direct skin or eye contact with the substance.

* Enter the SA Toxin into the lab’s chemical inventory ([EHS Assistant](http://www.ucdenver.edu/research/EHS/hazmat/Pages/inventory.aspx) at the Anschutz Medical Campus or CisPro at the Denver Campus).
* Store completed SOPs in a binder in the lab and ensure that an MSDS or SDSs are readily accessible.
* Ensure that required EHS trainings are completed.
* Approve any deviations from this SOP.

### Section III Research Laboratory Procedures

**A. Storage Location and Security** – describe where the SA toxin will be stored (list bldg., room, and specific location within the room) and the security measures have been taken to ensure that this location is secured and no one has access to it other than those listed on the **Appendix A - Research Involving the Use or Possession of Permissible Quantity Select Agent Toxins** form.

**B. Handling Instructions (e.g. preparation of the stock solutions)** – describe how and where the SA Toxin will be handled for both preparing of stock/working solutions and its use.

**C. Engineering Controls** – must be used while physically handling, manipulating, or formulating the SA Toxin and there is a potential for it to become aerosolized (check all that apply).

[ ]  Chemical Fume Hood

[ ]  Biological Safety Cabinet

**PPE Required** – (check all that apply and list specific PPE)

[ ]  Skin/body protection (e.g lab coat):

[ ]  Eye protection (e.g. safety glasses, goggles):

[ ]  Face shield

[ ]  Respirator (e.g. N95):

[ ]  Hand protection (e.g. nitrile gloves):

**Administrative Controls** – these items must be completed

[ ]  Chemical Inventory is current and lists SA Toxin(s)

[ ]  A SA Toxin usage log is maintained to currently reflect the maximum quantity on hand

**Cleanup procedures for work area after use:**

**Disposal** – describe how all contaminated materials will be disposed of.

**D. Occupational Exposure Response and First Aid Measures** – describe the immediate first aid measures that would be taken for each of the following types of exposure:

**Skin:**

**Inhalation:**

**Ingestion:**

***General first aid guidelines:***

**Life Threatening Emergency, After Hours, Weekends and Holidays:**

* **Anschutz Medical Campus:** Immediately call 4-911 or (303) 724-4444
* **Denver Campus:** Immediately call 911 or (303) 556-5000

**Non-Life Threatening Emergency:**

* **Anschutz Medical Campus:** Seek medical attention at a Concentra or HealthOne clinic during regular working hours, report incident to EHS (303) 724-0345. During non-working hour seek medical attention at the University Hospital Emergency Department.
* **Denver Campus:** Seek medical attention at HealthOne located at 1515 Wazee St., Suite D during work hours and Denver Health during non-working hours.

All lab personnel performing manipulations, preparation and/or use of a SA Toxin for *in vivo* or *in vitro* experiments must be currently enrolled in the Occupational Health Program. *Please consult with the CU Denver | Anschutz Medical Campus (303-724-9145) to address this requirement*.