CL1 and CL2 Entry / Exit Procedures

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# Purpose

<<<< This SOP is left in DOCX format so that you may edit it for your own laboratory>>>

The purpose of this SOP is to lay out the responsibilities and procedures required for entry and exit to and from CL1 and CL2 laboratories.

# Scope

This SOP applies to all supervisors and their biohazard workers who work in biohazard laboratories. This SOP does not apply to CL2+ and CL3 laboratories, which have their own entry/exit requirements.

# Responsibilities

## Supervisors

Supervisors are responsible for:

* **Reviewing this SOP on a regular basis. Review is to consider and mitigate the risks of spill, loss of containment and exposure or other harm. Refer to Performing Risk Assessments SOP.**
* Ensuring that all workers under their supervision are both trained and proficient in performing the steps of this SOP.

## Biohazard Workers

Biohazard Workers are responsible for:

* Following the steps of this SOP and adhere to protocols and training as provided by their Supervisor.
* Reporting to their Supervisor any missing or damaged PPE.

# Entry into the CL1 and CL2 Laboratory

* Read the door signage for any location-specific entry protocols.
* If desk areas are inside the laboratory, proceed directly to your desk area to store your personal belongings. Storage to be in a manner which prevents cross contamination with any hazardous materials.
* If desk areas are inside the laboratory, the Lab Layout SOP must be in effect and Desk Area signage must be posted. The SOP is found on the Biosafety Website, SOPs page.
* Close-toed footwear is always required while inside the laboratory.
* PPE is required when handling hazardous materials, or when there is a risk of exposure to hazardous materials i.e. sitting or standing close by hazardous activities.
* PPE is not required and prohibited in the desk areas.
* Storage of PPE to be outside of the desk areas, if present.

# Handling of Hazardous Materials

* PPE to be donned prior to handling any hazardous materials.
* Labcoats are stored <<< enter description here>>>.
* Gloves, appropriate for handling the hazards in use, are stored <<<<enter description here>>>>.
* Eye and face protection, appropriate for handling the hazards in use, are stored <<<<enter description here>>>>.

# Doffing (Removing) PPE

* When work is complete and your work area is decontaminated PPE must be doffed.
* Assess your gloves. If contaminated, discard in the appropriate waste stream. Re-glove.
* If not contaminated proceed to next step.
* Keeping gloves on, remove eye/face protection, clean if necessary and return to storage location.
* Keeping gloves on, remove respiratory protection, clean if necessary and return to storage location or discard in biohazardous waste if appropriate.
* Keeping gloves on, remove lab coat and return to storage location.
* Remove gloves and dispose in appropriate waste container (regular, chemical or biological)
* Immediately wash hands.

# Exiting the CL1 or CL2 Laboratory

* Doff PPE according to above.
* Verify cold unit doors are closed, unnecessary equipment is turned off.
* Wash hands.
* Exit laboratory ensuring door is closed.
* Verify door is locked if you are last person out.

# Training on This SOP

Training on this SOP consists of (1) reading and understanding and (2) being proficient in performing its steps properly and consistently.

All users who require this SOP should read and sign-off that they have read and understood this SOP.

A competent person delegated by the Supervisor is to observe the workers undertaking the steps of this SOP and sign-off when that person is proficient.

Re-reading and re-observation is required when the worker contravenes this SOP.