



SOP Title:	Requirements for Operating Exempt and Non-Exempt Labs	SOP No.	6
		Revision	1
Effective Date:	2/26/2025	Page	1 of 3

**Purpose:** This standard operating procedure (SOP) is to note general safety guidelines that must be followed by labs operating under BSL1 or BSL2 guidelines.

**Condition:**

The following are rules that should be followed by instructors, faculty, staff, researchers, and students who work in a BSL1 or BSL2 laboratory at JMU:

1. No persons should eat, drink, chew gum, or smoke while in the laboratory. Drinking mugs or bottles must not be brought into the laboratory.
2. All persons must wear gloves. Contaminated gloves must be changed IMMEDIATELY. Gloves should not be worn when touching doorknobs or other items that will leave the room.
3. Laboratory benches must be washed down with disinfectant at the beginning and the end of each laboratory session. All persons must wash their hands before leaving.
4. Only mechanical pipetting devices should be used in the laboratory. All sharps must be placed in red (approved) sharps containers.
5. Cell phone use should be avoided in the laboratory.
6. All non-liquid contaminated cultures, stocks, and other biologically contaminated waste must be placed in biohazard waste containers for disposal. Wastes should be autoclaved within a few days after generating waste. It should not sit in the laboratory.
7. All infectious liquids must be autoclaved or disinfected with 10% bleach for 30 minutes prior to being poured into drain.
8. All procedures must be performed to minimize creation of splashes or aerosols. The Biosafety Cabinet must be used for all procedures with potential for creating infectious aerosols or splashes, or whenever handling high concentrations of infectious materials.
9. Eye protection (goggles or safety glasses with a face shield) must be used for all procedures when such procedures could produce splashes or sprays of infectious or other hazardous materials.



SOP Title:	Requirements for Operating Exempt and Non-Exempt Labs	SOP No.	6
		Revision	1
Effective Date:	2/26/2025	Page	2 of 3

10. Personal accidents (such as cuts and burns) AND spills must be reported immediately to the Principal Investigator and appropriate medical evaluation will be provided. All incidents require an accident report: <https://www.jmu.edu/riskmgmt/incident-reporting.shtml>.
11. Broken glass must not be picked up by hand. A brush and pan or other mechanical means should be used to pick up broken glass. Broken glass must be placed in a broken glass container.
12. Laboratory doors must be locked when the laboratory is not occupied.
13. Spaces between benches, cabinets, and equipment must be kept accessible for cleaning.
14. Eyewash must be flushed at least monthly and kept clear of obstructions.
15. All personnel must know the location of the nearest safety shower.
16. Labs should contain a first aid kit.

In addition, BSL-2 labs require the following:

Access must be limited to the laboratory personnel trained to work with BSL-2 organisms (trained by the PI or others with training). All persons working in the laboratory must be advised of potential hazards.

Persons who are at increased risk of infection, or for whom infection may have serious consequences, must not be allowed to enter laboratory when work with infectious agents are in progress without permission of the IBC, PI, and the Biosafety Safety Officer (BSO).

All persons must wear a laboratory coat at all times. Lab coats must be removed and left in laboratory before leaving the room. Lab coats should be autoclaved prior to being washed.

Revision History		
Version No.	Brief Description of Changes	Created on Date
01	Updated Incident Reporting hyperlink.	2/26/2025