

SOP No: 007

Version No: 1.2

Date: 20<sup>th</sup> Oct 2006

## **TITLE: HANDLING OF BIOLOGICAL SAMPLES USED IN LABORATORIES**

### 1. Scope

1.1. Includes all biological samples used in our laboratories irrespective whether they are infectious or not. All biological samples should be treated universally as if they are infectious.

### 2. Labeling samples

2.1. Clearly label all biological samples in use within the laboratory in accordance with “National code of Practice for the Labelling of Workplace Substances” found at ([http://www.worksafe.gov.au/PDF/Standards/LabellingCOPNOHSC\\_2012\\_1994.pdf](http://www.worksafe.gov.au/PDF/Standards/LabellingCOPNOHSC_2012_1994.pdf)).

2.2. The label should preferably be of the adhesive paper variety but permanent felt tip pen labels are acceptable for short-term use.

2.3. The label should show at least the following information:

- Type of biological material, ie plasma, urine etc.
- Date prepared
- Name or initials of person responsible

### 3. Transporting biological samples

3.1. Biological samples should only be handled within defined laboratory areas. If samples are taken out of these areas they should be held in secured containers and marked with biohazard label.

### 5. Precautions for use

#### 5.1. Personal Protection

- Use personal protective equipment (PPE) where appropriate. This could include safety glasses, gloves, aprons & respirator where appropriate.
- At least one glove must be removed if you leave the confines of the laboratory for any reason. This is to prevent doors etc being handled by possibly contaminated gloves.
- Open shoes are not permitted in laboratories.

### 6. Disposal

6.1. Biological samples should only be disposed of in yellow biohazard bins as prescribed in the Biohazard Waste SOP

## 7. Personal Protection/Hygiene

7.1. Clean up your work area upon completion of work and spray down area with 70% ethanol solution where appropriate

7.2. Wash hands frequently and upon completion of work.

7.3. Don't eat or drink in laboratory areas

7.4. Use of mobile phones is not appropriate in laboratories

7.5. Gloves of the appropriate type are suggested when using/handling any biological samples.