



LAB-SPECIFIC TRAINING

Ji Research Group

SUMMARY

Stanford’s Chemical Hygiene Plan requires that all lab members be trained on the specific hazards that exist in their lab and the procedures, equipment, and resources available in their lab for working safely with these hazards.

BASIC INFORMATION

The Ji lab is split between two locations: the Center for Clinical Sciences Research (CCSR) and the Stanford Genome Technology Center (SGTC.)

CCSR 2250
269 Campus Drive
Stanford, CA 94305

Hanlee’s office: 2245

Lab Phone: 650-721-1031
Donna’s desk: 650-721-1503

SGTC 1210
3165 Porter Drive
Palo Alto, CA 94304

Hanlee’s office: 1112

Billy desk: 650-721-5456
GiWon desk: 650-721-5460
Christine/Christina desk: 650-721-5568
Sue/Stephanie desk: 650-721-5569
John desk: 650-721-1679

	TRAINING GOAL	HOW LAB FULFILLS TRAINING GOAL
TRAINING	<p>Ensure completion of all safety training before beginning lab work.</p> <p>*Wet lab members only</p>	<ul style="list-style-type: none"> o Ergonomics, Computer Workstation (EHS-3400) o General Safety, Injury Prevention (IIPP), and Emergency Preparedness (EHS-4200) o HIPAA certification (PRIV-0010) o *Chemical Safety for Laboratories (EHS-1900) o *Bloodborne Pathogens (EHS-PROG-1600) o *Biosafety (EHS-1500) o *Compressed Gas Safety (EHS-2200) o *DOT: Shipping Biological Goods or Dry Ice (EHS-PROG-2700) o *Ji Lab APB review and signature <p>To determine if additional safety training is required: http://trainingadvisor.stanford.edu</p> <p>Ensure that a copy of completed training record is given to Donna Galvez or Fernando Aviles.</p> <p>Recertification is required for some training. It is each person’s responsibility to keep their training up to date.</p>

	<p>Have access to Stanford and lab specific accounts and areas.</p>	<ul style="list-style-type: none"> ○ SUNet ID (HR) ○ Badge access <ul style="list-style-type: none"> ○ CCSR ○ SGTC ○ Backup freezer location if applicable ○ StanfordYou (update emergency contact info) Provide emergency contact info to Fernando and Donna ○ VPN access (Lucas Johnson) ○ Server access (John Bell) ○ LIMS account (Sue Grimes) ○ Box account (Hanlee Ji) ○ Slack ○ ChemTracker (HelpSU) ○ Join the Ji group google calendar (Donna Galvez) ○ Tour with current lab manager
SAFETY ROLES	<p>Know the health and safety responsibilities of the principal investigator, lab safety coordinator, and all group members.</p>	<p>Health and safety concerns should be addressed to one of the following people:</p> <ul style="list-style-type: none"> ○ PI: Hanlee Ji (650-721-1503) ○ EH&S: Andrew Chung (650-497-7614) ○ Facilities Manager <ul style="list-style-type: none"> ○ SGTC: Fernando Aviles (650-721-5512) ○ CCSR: Stan Bouyea (650-725-3923) ○ HR <ul style="list-style-type: none"> ○ SGTC: Ophelia Zalamea (650-721-5628) ○ CCSR: Christina Kasson (650-725-5447)
SAFETY INFO	<p>Know where to find material safety data sheets (MSDS), standard operating procedures (SOP), user manuals for equipment, journals, textbooks, etc.</p>	<p>Both CCSR and SGTC have lab information binders located above the lab manager's desk.</p> <p>Contact, safety, and general lab information can be found in these binders.</p> <p>MSDS records can be found in separate binders located in the same areas.</p> <p>A biosafety protocol binder is provided in CCSR containing APB protocol information.</p>
LAB-SPECIFIC HAZARDS	<p>Know the specific hazards that exist in the lab and which hazards are covered by existing SOPs.</p>	<p>Biohazards (More information can be found in the APB binder)</p> <ul style="list-style-type: none"> ○ Human tissue and blood ○ Adeno Cre virus ○ Lenti virus <p>Reproductive hazards</p> <ul style="list-style-type: none"> ○ DTT ○ Formaldehyde <p>More information can be found in the MSDS binder in each lab.</p>

LAB OPERATIONS

<p>Know the lab's chemical ordering, usage, and disposal procedures.</p>	<ul style="list-style-type: none"> ○ Know where chemicals are stored in SGTC and CCSR ○ All chemical containers should be labeled with the identity of the contents (no abbreviations/ acronyms); hazard warning and chemical concentration information should also be included ○ All liquids must be stored in containers with a tight seal. ○ Know the procedure for entering new chemicals into ChemTraker when they arrive ○ Know where hazardous waste is collected
<p>Know what personal protective equipment (PPE) is required for working in the lab, including where lab-provided PPE is stored such as safety glasses/goggles, cryogenic gloves, etc.</p>	<p>See the Personal Protective Equipment section of the Chemical Safety Toolkit (chemtoolkit.stanford.edu) for minimum requirements.</p> <ul style="list-style-type: none"> ○ Anyone working in CCSR or in lab areas of SGTC should wear long pants and close toed shoes that completely cover the feet. ○ A lab coat and gloves must be worn in the biohazard area in CCSR. When working with biohazardous materials additional PPE may be required. ○ All new lab members must sign PPE training
<p>Know the rules for being trained on and authorized to use the lab's specialized equipment, e.g., centrifuge, rotary evaporator, glove box, etc.</p>	<ul style="list-style-type: none"> ○ Autoclave ○ Sequencers ○ Droplet generator and readers ○ TC hood ○ Bioanalyzers ○ Maxwell ○ 10X Chromium ○ All department owned equipment <p>Do not use any equipment in the lab or handle clinical samples for the first time without having a current lab member demonstrate.</p>
<p>Basic Lab Info</p>	<ul style="list-style-type: none"> ○ Lab meetings are held every Monday at 10:00 AM in CCSR 2226 ○ To reschedule your lab meeting presentation you must contact the person who you would like to switch places with, agree on the switch, and let the meeting coordinator know ○ All orders are to be placed in the LIMS ordering system ○ Orders will be placed every Monday and Thursday morning ○ It is everyone's responsibility, regardless of position in the lab, to ensure the safety and integrity of the clinical samples. If called upon, you are expected to put the safety of our samples before your personal time

<p>Know the lab's "Do's and Don'ts"</p>	<ul style="list-style-type: none"> ○ Keep pre and post-PCR products in their designated rooms. Items in the <i>Post</i>-PCR rooms should NEVER be brought into <i>Pre</i>-PCR rooms unless they have been properly bleached. ○ Sharps (including razor blades, scalpels, dissection scissors, forceps, etc.) are to be placed into a sharps disposal container or a hard sided container to be cleaned <u>immediately</u> after use. Razor blades and scalpels should NEVER be recapped or reused. ○ ALWAYS ensure that freezer doors are closed ○ The lab phone numbers are for work use only. Do not list these numbers for personal or non-work related use. ○ Food is only allowed in desk areas of the labs. No food or drink should be left on lab benches or in lab freezers or refrigerators. Break rooms contain food-safe refrigerators and freezers for the use of employees. ○ Keep work areas and desks clean and uncluttered. Clean up work areas on completion of an operation or at the end of the day ○ It is everyone's responsibility to re-stock and re-order supplies on LIMS when they are used up. Know where the stocks are stored in the lab and how to place an order in LIMS when needed. ○ Use the sign out sheet on the -80 freezers. ○ Email the group if you are unable to come to work for an unplanned reason (i.e., sickness or emergency) ○ Update the lab calendar at all times. The calendar should reflect absences from work as well as your location between CCSR & SGTC if different than usual.
<p>LIMS Rules</p>	<ul style="list-style-type: none"> ○ <u>ALWAYS</u> update LIMS when samples are used and/or moved. ○ The "Remaining?" status of all samples must always be updated and remain correct ○ If you receive a sample and bring it into our lab, it must be entered into LIMS ○ The person who does a dissection or extraction is responsible for entering it ○ If you move a sample, you are responsible for putting it back in the correct place/updating its location and status in LIMS ○ We do not start sequencing runs or process data until all samples, extractions, and libraries are entered in LIMS (This applies to in-house and outside samples)

		<ul style="list-style-type: none"> o The person who makes the library is responsible for entering it o The person who starts a sequencing run is responsible for entering it o When a sequencing run is done outside our lab, the person who receives the data is responsible for making sure that the run gets entered o All publications must be entered into LIMS by the time of publication
EMERGENCY EQUIPMENT & PROCEDURES	Know where to find safety equipment.	Know where to find spill kits, fire extinguishers, emergency alarm boxes, safety eyewash and showers, first aid kits, and survival kits.
	Know the procedures for chemical, fire, and earthquake emergencies.	See "Emergency Orientation" sheet <ul style="list-style-type: none"> o What equipment do I need to quickly turn off before evacuating (heat sources, gases, vacuums, etc.)? o Where are the Emergency Assembly Points (EAP) for CCSR and SGTC? o What are at least two evacuation routes out of each building?
	Know the incident and injury reporting procedures.	<ul style="list-style-type: none"> o Emergency Numbers <ul style="list-style-type: none"> o 286 from on-campus, Stanford phones (CCSR) o 9-911 from off-campus School of Medicine buildings (SGTC) o 911 from cell phones o Know how to obtain and complete an incident investigation report (SU-17 form) o Know how to contact the Occupational Health Center and its location.

Detach the portion below and return to Lab Manager

The following lab member has completed training for the Ji Research Group at Stanford University and agrees to abide by all rules set forth in the training packet:

Trainee

Signature

Lab Manager

Signature

Training date