

Research Laboratory Exposure Control Plan Checklist

Section 1: General Laboratory Information

1. Name of Principal Investigator(s) or Supervisor(s):

PI/Supervisor Signature

Date:

2. Department/Lab/Center:

3. Office and Phone Number:

4. Laboratory Room Numbers where human materials are used and/or stored:

5. Please List COUHES Approval Number if applicable:

6. Accepted for the EHS Office's Biosafety Program:

Date:

Section II: Do you have a Biological Research Registration? Yes: No:

If No, please provide a brief Description of the Project(s)

Section III: Occupational Exposure

1. Human Materials Used in This Laboratory (Check all that apply)

<input type="checkbox"/>	Established human cell lines	<input type="checkbox"/>	Human blood, serum, plasma, blood products, or components
<input checked="" type="checkbox"/>	Primary human cells or cell lines	<input type="checkbox"/>	Human bodily fluids, including feces, urine, & saliva
<input type="checkbox"/>	Unfixed human tissues or organs	<input type="checkbox"/>	Human cells, tissues, or organs containing HIV, HBV, HCV or other bloodborne pathogens (i.e. malaria parasite containing human blood)
<input type="checkbox"/>	Human embryonic stem cells (hES)	<input type="checkbox"/>	Human Induced Pluripotent Cells (iPS)

2. Job Classifications with Occupational Exposure (You can modify job classifications based on your laboratory)

Job Classification	All Employees Have Exposure (Check if everyone of this position works with human material)	Some Employees Have Exposure (Check if only some workers in this position work with human material)
a. Professor	<input type="checkbox"/>	<input type="checkbox"/>
b. Postdoctoral Researcher	<input type="checkbox"/>	<input type="checkbox"/>
c. Laboratory Assistants	<input type="checkbox"/>	<input type="checkbox"/>
d. Laboratory Technicians	<input type="checkbox"/>	<input type="checkbox"/>
e. Graduate Students	<input type="checkbox"/>	<input type="checkbox"/>
f. Undergraduate Students	<input type="checkbox"/>	<input type="checkbox"/>
g. Research Scientist	<input type="checkbox"/>	<input type="checkbox"/>
h. Other Title(s):	<input type="checkbox"/>	<input type="checkbox"/>

3. Procedures and Tasks Involving Human Blood or Other Potentially Infectious Materials (OPIMs) (Check all that apply)

<input type="checkbox"/>	a. Injections into humans or animals using human specimens including cell lines.
<input type="checkbox"/>	b. Other use of needles with human specimens including cell lines.
<input type="checkbox"/>	c. Preparing, dissecting, cutting, or otherwise handling human blood, tissue, or cell lines.

	d. Pipetting, mixing, centrifuging, or vortexing human blood, fluid, tissue, or cell lines.
	e. Handling tubes or other containers of human blood fluid, tissue or cell lines.
	f. Cleaning up spills of human blood, other body fluids or cell lines.
	g. Preparing or handling primary and established human cell cultures.
	Other: <i>(please specify)</i>

Section IV: Sharps Management

1. List Special Sharps Procedures Current Being Used. Not Applicable []

(If needles or sharps are not handled as part of the research, please check Not Applicable and proceed to Section V.)

For those who handle needles or sharps, **recapping needles by hand is prohibited.**

Procedure	Mechanical Devices Used	Recap	If recap, what method is used?

2. [OSHA 1910.1030](#) requires the PI and/or Supervisor and laboratory/work area personnel who are at risk of potential exposures or injuries from contaminated needles or sharps during their work to identify, evaluate, and select effective engineering controls and work practices and must document that solicitation in the Exposure Control Plan Checklist.

Have you and your lab/work area personnel considered and implemented commercially available effective safer medical devices (Sharps with engineered sharps injury protections) designed to eliminate or minimize occupational exposure?

I and my lab/work area personnel have reviewed safer medical devices and:

There are no other safer devices or safer available methods for the current procedures used in our research

There are safer devices available. Please list which safer devices are used: _____.

Section V: Equipment Decontamination

1. List Instructions and Schedule for Decontaminating and Maintaining Equipment

Facility area, surface or equipment to clean and/or decontaminate	Decontamination Instructions	Frequency (check what applies)				Disinfectants Used (i.e. Bleach, PREempt)
		X	Daily	Weekly	When Used	
Example: Biosafety Cabinet	Wipe with Pre-Empt before and after working in biosafety cabinet	X	Daily	Weekly	When Used	PREempt
Biosafety Cabinet			Daily	Weekly	When Used	
Bench top			Daily	Weekly	When Used	
Other:			Daily	Weekly	When Used	

2. Specify any special waste handling procedures for equipment decon, if applicable.

3. Do you have a piece of equipment (i.e. microscope, centrifuge, etc.) that you cannot disinfect and clean? Please identify that equipment below and provide the reason(s) why it cannot be disinfected.

Equipment	Reason

Section VI: Engineering Controls

1. List what Engineering Controls are Utilized (for example: biosafety cabinet, sharps containers, etc.)							
Person Responsible for reviewing effectiveness of these controls	EHS Rep	Lab Manager	PI/Supervisor	Researcher	Other		
	[]	[]	[]	[]	[]		
Engineering Control	Location	Schedule of Maintenance: Examined and maintained					
Example: Safety Cups	N52-443		Daily		Weekly	When Used	Other
Biosafety cabinet							
Sharps Container							
Other:							
Section VII: Personal Protective Equipment (PPE)							
1. List PPE used, decontamination and disposal instructions							
Person responsible for Providing PPE	EHS Rep	Lab Manager	PI/Supervisor	Researcher	Other		
Personal Protective Equipment	Decontamination and Disposal Instructions						
Disposable Gloves	Dispose directly into biowaste box						
Laboratory Coats	Contaminated lab coats are decontaminated with an appropriate disinfectant then bagged and sent out for laundering with a commercial vendor						
	Untaminated lab coats are placed in soiled bag and sent off for cleaning with a commercial vendor						
	Dispose directly into biowaste box						
Safety Glasses	Disinfect with an appropriate disinfectant before reusing						
	Dispose directly into biowaste box						
Face Shields and Masks	Disinfect with an appropriate disinfectant before reusing						
	Dispose directly into biowaste box						
Utility Gloves	Disinfect with an appropriate disinfectant before reusing						
	Dispose directly into biowaste box						
Aprons	Disinfect with an appropriate disinfectant before reusing						
	Dispose directly into biowaste box						
Other	Disinfect with an appropriate disinfectant before reusing						
	Dispose directly into biowaste box						
Section VIII: Spill Decontamination Procedures							
Cleaning up a spill							
<ol style="list-style-type: none"> 1. Isolate the spill 2. Cover the spill with paper towels 3. Saturate the paper towels with disinfectant. 4. Wait 10 minutes 5. Use tongs to clean up the paper towels. Paper towels go in the biowaste box (or in the sharps box if the spill contained broken glass or sharp objects). 6. Disinfect the surface again. 							
List location of spill clean-up materials							
Section IX: Waste Disposal Procedures							

Waste Type and handling instructions	Check all that apply	Disinfectant(s) used (i.e. bleach, PREempt, Quatricide, Sklar, etc.)
Contaminated solid waste will be disposed into a bench top container which is emptied into the biowaste box when full or will be disposed directly into the biowaste box		N/A
Liquids are decontaminated with an appropriate EPA-approved disinfectant before disposal in sink drain.		
Lab-ware or surfaces (i.e. benchtops) contacting human materials are decontaminated with an appropriate EPA-approved disinfectant before disposal in sink drain.		
Contaminated sharps will be collected in disposable biohazard sharps containers, which will be placed in biowaste box when full		N/A
Autoclave		N/A
Other (please describe):		
Section X: Potential Exposure Incident		
<ol style="list-style-type: none"> 1. Quickly secure sensitive or hazardous process (i.e. animals, open flame) 2. Immediately take care of yourself: <ol style="list-style-type: none"> a. Cut/needlestick/splash to skin: wash the area with soap and water and rinse for 5-10 minutes b. Splash to eyes, nose, or mouth, use eyewash or flush with room temperature water for 15 minutes 3. Tell your PI, supervisor, EHS representative or Lab Manager PI/Supervisor/EHS Rep/Lab Manager's Name: _____ PI/Supervisor/EHS Rep/Lab Manager's Contact Number: _____ 4. Go to MIT Medical Urgent Care(E23) for an evaluation immediately. For hours, please check the MIT Medical webpage at https://medical.mit.edu/ or call 617-253-4481 5. Supervisor or representative must submit an incident report through Atlas (https://atlas.mit.edu/) 6. EHS will follow-up 		