



## New Biosafety Protocol Submission Documents!

By Meagan Parrott

EHSO has been hard at work revising current Biosafety Notice of Intent form, Amendment Form and Annual Renewal Form. The changes were made in hopes to:



- Reduce user confusion by improved questions
- Reduce back-and-forth between PIs, EHSO, and the IHBC through more clear and concise questions
- Edit recombinant DNA questions to improve compliance with the NIH Guidelines for Research Involving Recombinant DNA Molecules

The following documents have been changed and are available on the [EHSO website](#):

Document Name	Notes
Biosafety Notice of Intent	Major revisions made. Form has been beta tested with multiple PIs and all IHBC members.
Biosafety Notice of Intent – Microorganisms / Infectious Material Supplemental Table	New form to supplement the Biosafety Notice of Intent when PIs need more lines for the table in order to answer the question.
Biosafety Notice of Intent – Recombinant DNA Supplemental Table	New form to supplement the Biosafety Notice of Intent when PIs need more lines for the table in order to answer the question.
Biosafety Protocol – Annual Renewal, Amendment & Termination Form	New form created to combine the original Biosafety Protocol Amendment Form and Annual Renewal Form.
Biosafety Protocol – Recombinant DNA Questions for Protocol Amendments & Annual Renewals Form	New form created to improve compliance with the NIH Guidelines when researchers amend their protocols to change their recombinant DNA experiments.

As always, be sure to download the most recent version of EHSO forms from the website to ensure you are not using a legacy form.



### Upcoming GA DNR Inspection



- The Georgia Department of Natural Resources (GA DNR) will be inspecting Emory University **during the week of June 12-15<sup>th</sup>**
- The purpose of this inspection is to ensure compliance with requirements in Emory's broad scope license to use radioactive materials and with the state of Georgia's rules and regulations
- Research laboratories will be inspected and laboratory personnel may be interviewed on work practices
- Please make sure that your lab's documentation is up-to-date and your lab is following safe work practices

### Training

Most of EHSO's Trainings are available online in Blackboard.

[www.ehso.emory.edu](http://www.ehso.emory.edu)

for registration information.

Radiation Safety Training

2nd Tuesdays at 9:00 am

Laboratory Safety Training

3rd Thursdays at 10:00 am

Eye Wash Testing

Someone in your lab should test the eyewash station once a month.

Bio-safety Cabinets/

Chemical Fume Hoods Certification required annually.

### Chemical/Radioactive Waste Pick-up Schedule

[Full Schedule here...](#)

All **chemical** waste pick up should be requested by emailing

[chem-waste@emory.edu](mailto:chem-waste@emory.edu)

All **radioactive** waste pick up should be requested via EHS Assist pick-up. **Chemical** waste disposal inventory form and/or **radioactive** waste inventory form should accompany all waste containers at the time of pick-up.

### PPE

Choice to be based on potential exposures involved:

Please contact your **Radiation Safety Building Liaisons** with questions or to request assistance with these or related issues.

• **Rebecca Stark: (404) 727-4674**

- Rollins Research Center

• **Paula Pleger: (404) 727-1874**

- Whitehead, Emerson, Atwood, Dental, Claudia Nance Rollins, Anthropology

• **Andy Cohen: (404) 727-3525**

- Math & Science, Woodruff Memorial Building, Emory Children's Center

• **Elizabeth Tamrat: (404) 727-3847**

- Winship Cancer Institute, Yerkes, N. Decatur, Wesley Woods, Briarcliff Campus

**Biosafety Level 3 Manual**

- We have recently published a Biosafety Level 3 Manual to the EHSO website along with associated training and inspection forms
- These documents are applicable to individuals working in Biosafety Level 3 (BSL-3) or animal BSL-3 (ABSL-3) facilities
- [Click here for the Manual and Forms](#)

**NEW**

**Biosafety Standard Operating Procedure Template**

- We have recently posted a Biosafety Standard Operating Procedure (SOP) Template on the EHSO website
- Each lab should have laboratory SOPs established for working with infectious and biological material
- This new template will assist labs in developing SOPs for their lab and the document serves as training documentation for lab personnel on the SOPs
- SOPs should be stored in the Lab Safety Binder
- [Click here for the template](#)

**Building Liaisons**

**Dionna Thomas 404-727-4673**

Woodruff, Woodruff Extension, & Winship (Clinics B & C)

**Meagan Parrott 404-712-9480**

Dental, Medical Office Tower, Emory Midtown, School of Public Health (CNR/GCR), & Rollins

**Steve Archart 404-727-4171**

Clinic B-Eye Center, Pediatrics, North Decatur, Carlos Museum, Yerkes, Hope Clinic, Wesley Woods, Briarcliff Campus, & Anthropology

**Rodrick Esaw 404-727-1348**

Whitehead, Math & Science, Emerson, Oxford College, & Atwood

- This newsletter is a tool to help fulfill a legal requirement for ongoing safety training.

- Supervisors are responsible for ensuring that individuals in their area have read and understood the information that applies to their area.

- The signed newsletter should be placed into the PIs EHSO Lab Safety Binder.

Signature indicates: I have read and I understand the information in this issue of Lab Rat Newsletter. Use an additional sheet of paper for more signatures, if needed and attach to this document.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Eye: Glasses, goggles & face shields

Gloves: Appropriate for the type of procedure

Clothing: Gowns, lab coats, aprons, coveralls

Respirators: Appropriate for the type of procedure

**Fire Extinguishers**

Check fire extinguishers in your lab:

A. Is it present and mounted in its proper location?

B. Is it readily accessible?

If it appears to need servicing contact the Maintenance HELP line at 7-7463

Contact Employee Health Services / Emory Healthcare Corporate regarding immunization information at (404-728-6437)

Tell us how we are doing!

The newsletter has a new home. Every individual article is now hosted online at

<https://blogs.emory.edu/labratnews/>

Got something to share? [Tell us!](#) Post comments, related articles/links, and safety concerns.

Feel free to also send your comments to [bio-safe@emory.edu](mailto:bio-safe@emory.edu).

We look forward to reading your ideas and comments!