

**Office of Research Safety**  
**Laboratory Safety Manual**  
**306 Biohazard Material Approvals**

1. Purpose

- a. Approval by the Biosafety Committee is required for biohazard agents and use of human derived serum or proteins if the material has not been previously approved as part of a Departmental Chemical Hygiene Plan.
- b. his policy establishes the procedure required to obtain approval to use a Biohazard Agent.

2. Scope

- a. This policy governs members of Kent State University involved with biological materials in a research setting, including those involving animals and/or human subjects.

3. References

- a. Richmond, J. Y., and R.W. McKinney (ed). 1993. *Biosafety in Microbiological and Biomedical Laboratories*. HHS Publication No. (CDC) 93-8395. U.S. Government Printing Office, Washington, D.C.
- b. Fleming, D.O., et al, (ed). 1995. *Laboratory Safety: Principles and Practices*. American Society for Microbiology, Washington, D.C.
- c. Garvin, M.L. *Infectious Waste Management: A Practical Guide*. 1995. CRC Press, Boca Raton, Fl.
- d. 29 CFR 1910.1450 OSHA Standard for Exposure to Hazardous Chemicals in Laboratories.
- e. Prudent Practices for Handling Hazardous Chemicals in laboratories. National Research Council. Washington, D.C. National Academy Press, 1981.
- f. CRC Handbook of Laboratory Safety 4th edition. A.K. Furr, ed. Boca Raton, Fl: CRC Press, 1995.
- g. Improving Safety in the Chemical Laboratory: A Practical Guide 2nd ed. J. A. Young, ed. New York: Wiley: 1991.

4. Definitions

- a. Biological agents or substances present in or arising from the work environment which present or may present a hazard to the health or well-being of the worker or community.
- b. Biological agents or substances which could be Biohazardous include, but are not limited to, infectious or parasitic agents; organisms in CDC Class II or greater or plants and plant products, and animals and animal products which cause disease.
- c. The untreated biological wastes, or waste-products generated as a result of research involving Biohazardous agents, shall be considered Biohazardous.
- d. Categories of Biohazardous Agents.
  1. Bacteria with Toxin Producing Genes
  2. Bacterial pathogens
  3. Bacteria with drug resistance genes
  4. Pathogenic Fungi
  5. Oncogenic viruses
  6. Pathogenic human, animal or plant viruses
  7. Parasites
  8. Microorganisms genetically altered by recombinant DNA
  9. Allergens
  10. Human derived tissue and their cultures
  11. Serum and Proteins derived from Human Tissue
  12. Human Body Fluids

5. Responsibilities

- a. The principal investigator is responsible for completion of the form, obtaining all requested documents and forwarding the form to the Manager Laboratory Safety.
- b. The Manager, Laboratory Safety, based upon his or her health and safety knowledge, information provided and potential for adverse exposure will review the request and approve or refer it to the full Biosafety Committee for review.

<b>Effective Date:</b>	<b>Research and Graduate Studies Department</b>	<b>Policy Number: RAGS 306</b>
<b>Revision: NEW</b>	<b>Laboratory Safety Manual</b>	Date:
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- c. The Committee will review any request at the next scheduled meeting. The Committee will review the pathogenicity of the material, how it will be used, frequency of use, likelihood of exposure, the origin of human derived materials and apply the concept of reasonable risk, approve or disapprove its use. The Committee, at its discretion, may require actions to be taken by the researcher for the safe use of the agent and/or require vaccinations.

6. Procedures

- a. Obtain toxicity information and other pertinent health and safety information.
- b. Complete Request for Use of Bioazardous Agents form (Attached ) and foreword to RAGS, 136 Auditorium Building.
  - i. Note: All questions and blanks must be completed and all requested material attached before the form will be processed.
- c. If the material(s) is not in stock, waiting for approval would be advisable before making a purchase.
- d. Direct any questions regarding this form or the need for approval of a particular agent to Tom Bialke, Research and Graduate Studies X4996. (Tom@rags.kent.edu)

**REQUEST FOR USE OF BIOAZARDOUS AGENTS**  
**306**

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Department/School \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Project Title \_\_\_\_\_

Name, Synonym, Category and amount of Biohazardous Agent(s) used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Use (Building and Room) \_\_\_\_\_

Type of  
Procedure \_\_\_\_\_

Date Ordered \_\_\_\_\_ Period of  
Use \_\_\_\_\_

Personnel Authorized and Trained to Use Biohazardous Agent(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Personnel in Vicinity of Use \_\_\_\_\_

**PLEASE ANSWER EACH QUESTION; USE ADDITIONAL SHEETS IF NECESSARY**

1. Briefly describe experimental procedure. If appropriate, attach copy of actual procedure.
  
  
  
  
  
  
  
  
  
  
2. Describe toxicity or attach toxicity information of Biohazard agent.
  
  
  
  
  
  
  
  
  
  
3. Describe decontamination procedures for surfaces, materials, instruments, equipment, etc.

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4. Describe the method of disposal of wastes and unused stock:
  
  
  
  
  
5. Describe emergency procedures in the event of inhalation, skin contact, ingestion, or inoculation:
  
  
  
  
  
6. Describe emergency procedures in the event of spill:
  
  
  
  
  
7. What protective equipment and/or clothing will be used?
  
  
  
  
  
8. If animals are to be used in conjunction with the hazardous agent, describe special animal care and housing requirements

#### **SIGNATURES:**

I ascertain that all the information on this form is correct:

Principal Investigator \_\_\_\_\_  
Date\_\_\_\_\_

Department Chemical Hygiene Officer \_\_\_\_\_  
Date\_\_\_\_\_

Department Chair \_\_\_\_\_ Date  
\_\_\_\_\_

\*\*\*\*\***APPROVAL:**

\_\_\_Expedited Review (no further review necessary) \_\_\_Full Review by Biosafety Committee \_\_\_To  
CHARM

Manager, Laboratory Safety  
\_\_\_\_\_  
Date\_\_\_\_\_

\_\_\_ Full Committee Review and Approval \_\_\_Contingent Approval \_\_\_ Disapproved

Chair, Committee on Hazardous and Radioactive Materials

\_\_\_\_\_  
Date \_\_\_\_\_