

Standard Operating Procedure Human Blood, Tissue or Other Body Fluid	
SOP Number: <u>SOP-HBTBF-02</u>	Category: <u>Lab Process</u>
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	Pages: <u>1 of 2</u>
Issued by: Director, Health Sciences Research	

1.0 POLICY

All work in the W.J. Henderson Centre for Patient Oriented Research (WJHCPOR) with human blood, tissues, and other body fluids will be done according to the Public Health Agency of Canada’s (PHAC) Containment Level 2 (CL2) facility design and operational standards as described in the most current version of the Canadian Biosafety Standards (and Guidelines). WJHCPOR adopts and adheres to Queen’s University (Queen’s) Environmental Health and Safety’s (EH&S) Biosafety Standard Operating Procedure (SOP) “Human Tissue, Blood or Other Body Fluid” (see Appendix A).

2.0 PURPOSE

The purpose of this policy is to ensure that users of the WJHCPOR are aware of the health risks associated when working with human blood, tissues and body fluids and understand the safe-work practices required to protect themselves and others and prevent infection and transmission of infectious diseases.

3.0 DEFINITIONS

Infectious Disease- Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one individual to another individual. Examples include Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and Hepatitis C Virus (HCV).

4.0 PROCEDURE

Users are responsible for:

- Taking the Queen’s EH&S online training course and quiz (“Human Blood, Tissues and Bodily Fluids” (a.k.a. the Blood Borne Pathogens Course)) if they will be handling, collecting, processing and/or shipping human biological specimens (human blood, tissues and bodily fluids) within the WJHCPOR. Users **MUST** read and follow Queen’s EH&S Biosafety SOP 08 “Human Tissue, Blood or Other Body Fluid” (see Appendix A).

- Being trained and familiar with general lab safety rules when accessing the Research Centrifuge Room (Level 2 Biohazard Lab) and Research Freezer Room. See “General Lab Safety Rules and Practices” SOP.
- Wearing appropriate personal protective equipment (PPE). See “Personal Protective Equipment” SOP.
- Familiarizing themselves with the location and use of emergency spill kits and emergency eyewash stations. See “Emergency Eyewash Station” SOP.
- Obtaining first aid or other emergency assistance as a result of exposure to a hazard or experiencing an illness/injury and ensuring that all incidents (i.e. spills, accidents, exposure) are reported immediately. See “Accidental Occupational Exposure and Reporting Workplace Incidents” SOP.
- Ensuring proper disposal of biological waste, needles, syringes and broken glass using the appropriate disposable waste containers. See “Disposal of Biohazardous and Sharps Waste” SOP.

5.0 SOP HISTORY

SOP Number	Date Issued	Summary of Revisions
SOP-HBTBF-01	01-DEC-2017	Original version.
SOP-HBTBF-02	01-MAY-2019	Bi-annual review of SOP completed. SOP header format updated. SOP version number updated. SOP effective date updated. Removed “Contacts” section from SOP. Updated section number for “SOP History”. Added quotations around “ <i>General Lab Safety Rules and Practices</i> ” under Section 4.0, under bullet 2. Updated “SOP History” section. No updates needed to Appendix A.