1. BioRAFT Usage & Biosafety Inspections
In 2014, EH&S began the implementation of BioRAFT, a web-based software used to streamline the management of your lab’s safety activities, such as training records and inspection reports. In addition to standard laboratory and biosafety audits, we will also be periodically evaluating your use of BioRAFT. Here is a short checklist of the things we will be looking for:

- PI/Lab Manager has completed BioRAFT introductory training
- BioRAFT group summary information (contacts, lab locations, etc.) is up-to-date
- Personnel listings & job activities are up-to-date
- All required trainings are completed
- BioRAFT inspection reports are addressed in a timely manner
- All necessary forms and documentation (PHS Forms, Work Alone Forms, etc.) are uploaded into BioRAFT

On a side note, the BioRAFT biosafety inspection criteria is now posted on our website for your convenience.

2. NIH Recombinant and Synthetic Nucleic Acid Research and Training
Any and all work involving recombinant or synthetic nucleic acid materials or their products must be submitted to the Institutional Biosafety Committee for review. Please complete and submit the appropriate form for your work to Andrew Lawson (alawson@andrew.cmu.edu).

Additionally, all persons listed on an IBC protocol MUST have the job activity “Works with Recombinant or Synthetic Nucleic Acid Molecules” checked in BioRAFT and take the corresponding NIH Guidelines Training. This includes PI’s.

3. Biowaste Disposal Tips—Because It’s Still Giving Us Problems

To Assemble

- Tape the bottom of the box together along all the seams with packaging tape and line with the two biohazard bags.
- Fill the box only about 2/3 to 3/4 full, or such that the box weighs no more than 35lbs. As a general rule, if you cannot comfortably lift and carry the box 10 steps, it is too full.
- Damaged/leaking boxes, boxes exceeding 35lbs, or boxes bulging at the seams will not be accepted and will require repackaging.

To Dispose

- Seal ALL seams with packing tape. Write the lab location as well as the lab generator’s (i.e. Principal Investigator) name and phone number on the top of the box.
- Submit a waste pick-up request NO LATER than 5PM the day prior to the scheduled pickup date.
- Place box in the hallway, NO EARLIER than 9 AM of the scheduled pickup date, unless otherwise arranged with EHS.
Sharps!!— #1 Biowaste Disposal Problem
- Micropipette tips, what to do?! The ultimate destination is either a biological waste box or a sharps disposal container. Glass disposal boxes are NOT appropriate, as these should only be used for lab glassware.
- Anything capable of cutting/puncturing skin—disposable glass pipettes, needles, razor blades, scalpels, microtome blades, and glass microscope slides and cover slips—MUST be disposed of in a hard-walled biohazard sharps container.
- **Place sharps directly into the sharps container.** DO NOT recap, shear, or bend needles or re-sheath razors, scalpels, etc., as this increases the risk of a sharps injury.
- **Fill the container only up to the “full line”** marked on the exterior (about 2/3 to 3/4 full). To close and seal the container, snap the inserts on the top of the container into place (you should hear a click and not be able to open the container again) and use packaging tape to ensure that the lid is fully sealed.

4. Disposable Lab Gloves—Called “Disposable” for a Reason
Permeation is a process by which a hazardous material passes through a protective film without going through any visible openings. As disposable gloves are worn, the material degrades and the gloves become more permeable to hazardous materials. In other words, the gloves lose the “protective” quality that allows us to consider them “personal protective equipment.” The **longest time a single pair of disposable gloves should be worn is 20 minutes**, after which they should be properly disposed of and replaced. Gloves must be **immediately replaced when overtly contaminated with chemicals or biological materials.**

NEVER reuse gloves. It poses an unnecessary exposure risk. Plus, it freaks safety people out. And it should freak you out too.

5. Update your Biological Materials Inventory
All researchers who use or possess biological materials must submit an accurate and up-to-date biological materials inventory to EH&S. If you have not already done so for 2015, please review and update your "Biological Materials Inventory." Last year’s inventory can be found under your Group’s “Documents” section in BioRAFT. **Annual updates must be submitted by the end of June**, while significant updates need to be submitted as they occur. Please upload your revised inventory into BioRAFT. If no changes are necessary, simply send us an email indicating “No biomaterials inventory changes” (angelar@andrew.cmu.edu).

Persons who did not submit an inventory in 2014 MUST submit an inventory for 2015. Blank forms can be found on the EHS website (http://www.cmu.edu/ehs/biological/inventory-registration.html).