
CRC TRAINING MODULE

LAB PROCESSING TRAINING

To be eligible to use the CRC lab facilities for sample processing and storage you must read the following information and successfully complete the Post Test. A passing score of 80% is required. Please submit your Post Test to the CRC Nurse Manager for records.

The CRC lab is for approved project use only. It may only be utilized by approved personnel.

General Use, Courtesy and Safety Elements:

- Open toed shoes are not permitted in the lab processing area.
- No food or beverages are permitted in the lab processing area.
- Please do not leave kits or transfer tubes set up and unattended on the lab bench more than 1 hour prior to anticipated use.
- General supplies are available within the lab processing room. If you use the last of any item in general supply (gloves, slides, paper towels, pipettes etc.) please resupply the item from the supplies room. Please notify Nurse Manager to arrange for resupply of items in low supply.
- Do not overfill sharps container. If it is full, please get another from the general supply. Once full, please notify Nurse Manager to arrange for disposal.
- Utilize the biohazardous waste bins within the room for gloves, pipettes or any other non-sharp item contaminated with blood or other bodily fluid.
- When you leave the processing room, remove your gloves and WASH YOUR HANDS.
- Used Personal Protective Equipment (lab coats included) should never be taken into an office or food area.
- If you are shipping samples to a central laboratory for final processing, you are responsible to supply your own shipping supplies and for the cost of the shipment.

Dry Ice:

- Dry ice is available in the CTTC, 6th floor wash area for use to ship or hold samples according to protocol.
- Please monitor dry ice levels and notify Rich Karalus (888-4730) when level is low. Please note that resupply may take a couple of days and all of the labs located at the CTTC are using this core supply.

Needle Stick and Exposure to Blood Borne Pathogen Injury:

- For sticks with a contaminated needle or splash exposure with a contaminated substance such as blood, urine, or feces, the area should be thoroughly washed with soap and water or use the eye wash materials located in the lab processing room.
- Notify your supervisor and seek follow up medical attention immediately.
- Contact EH&S at 829-3301 to notify them of contamination exposure.
- Complete the Workers' Compensation Accident/Injury Report Form and fax to Annette Lozo at 645-2605.
- Refer to the CTRC Policy & Procedure "Clinical Research Center Clean Up of Small Blood/Bodily Fluid Spills" for additional information.
- It is your responsibility to report all exposure injuries to EH&S to receive appropriate care post-exposure.

Clean Up After Yourself:

- Dispose of all used hCG tests in appropriate biohazardous waste bin.
- Dispose of all blood tubes and urines in appropriate biohazardous waste bin.
- Disinfect all surfaces utilized for your sample processing using CaviWipes or 10% bleach solution.
- Remember to properly label all containers in the lab. Be sure to include your name, contents, open date, and study number.
- MSDS sheets are required for every chemical and must be added to the CTRC chemical inventory list.

Fridge/Freezer:

- When placing samples in the fridge or freezer for short term storage, ensure they have been logged into either the "Refrigerator Sample Storage Book" or the "Freezer Sample Storage Book"
- Do not move another Investigator's samples from their position in the freezer. If boxes must be moved to make room for your box, be sure to replace box where you found it.
- All samples placed for short term storage must be contained in a box or similar container AND be appropriately labeled with the name of the PI, contact person and contact number, study name/number and date of storage.
- Samples may be stored for up to 1 month. Contact Nurse Manager if longer storage is required for approval or alternative storage options.
- ALL tubes as well as outer containers must be properly labeled and logged into the sample book.

Fridge/Freezer Alarms:

- If you hear an alarm for the fridge or freezer while working in or around the Lab Processing Room or have caused an alarm to sound, please check to ensure the door is closed tightly and check the temperature setting. DO NOT open the door unless there is something preventing the door from closing and securing properly.
- Inform Nurse Manager – Kimberly Brunton (888-4840) or Facilities Manager – Rich Karalus (888-4730) for any alarm that continues to sound once door is properly secured.

Centrifuge Use:

- Ensure the load in the centrifuge is balanced prior to starting the cycle.
- Please do not start a centrifuge and leave the processing room before it is up to the set speed required for your sample.
- It is permissible to leave the processing room during the cycle of the centrifuge however you should return when the run is scheduled to end. Items should not be left in the centrifuge after a run is complete. Be sure to leave a note with your contact information if you leave the Lab Processing Room unattended during any run or process procedure.
- In the event of contamination of the centrifuge with blood product(s), follow the procedure for small blood/bodily fluid clean up.
- Please be considerate of others waiting to use the centrifuge(s) by asking if they can share the spin, never leaving samples in the centrifuge after your run and never use both centrifuges when others are waiting to process their samples.

Please proceed to the Post Test. Once you have completed the test, submit to Kimberly Brunton at kbrunton@buffalo.edu for CRC record of training.