

# Biohazards: SSRL Experiment Approval Procedure

Department: Chemical and General Safety

Program: Biohazards

Owner: Program Manager

Authority: ES&H Manual, Chapter 34, Biohazards<sup>1</sup>

This procedure lists required steps to gain approval to conduct experiments with biohazardous materials at the Stanford Synchrotron Radiation Laboratory (SSRL).

Step	Person(s)	Action
1.	Researcher	Submits SSRL Proposal Form <sup>2</sup> to SSRL User Research Administration <sup>3</sup>
2.	Appropriate SSRL Proposal Review Panel	Reviews proposal for scientific merit
3.	SSRL Safety Coordinator	Reviews approved proposals for applicable safety issues
4.	Researcher	At least four weeks prior to the experiment date, submits all relevant user support forms from the SSRL “User Support Forms” page <sup>4</sup>  <i>Note</i> Submit a completed Hazards Form for each biohazardous material, as applicable according to the primary form (Macromolecular crystallography, X-ray or VUV)  <i>Note</i> Determine the biosafety level for the biohazardous material using the following resources and verify the determination with the safety officer. <ul style="list-style-type: none"><li>• Stanford University Biohazards Manual<sup>5</sup></li><li>• NIH biological classification<sup>6</sup></li><li>• CDC BMBL<sup>7</sup></li></ul>

1 *SLAC Environment, Safety, and Health Manual* (SLAC-I-720-0A29Z-001), Chapter 34, “Biohazards”, [http://www-group.slac.stanford.edu/esh/hazardous\\_substances/biohazards/policies.htm](http://www-group.slac.stanford.edu/esh/hazardous_substances/biohazards/policies.htm)

2 “SSRL Proposal Form”, [http://www-ssrl.slac.stanford.edu/users/user\\_admin/form\\_proposal.rtf](http://www-ssrl.slac.stanford.edu/users/user_admin/form_proposal.rtf)

3 “User Forms”, [http://www-ssrl.slac.stanford.edu/users/user\\_admin/ura\\_staff\\_new.html](http://www-ssrl.slac.stanford.edu/users/user_admin/ura_staff_new.html)

4 “User Support Forms”, [http://www-ssrl.slac.stanford.edu/users/user\\_admin/user\\_support.html](http://www-ssrl.slac.stanford.edu/users/user_admin/user_support.html)

5 *Stanford University Biosafety Manual*, [http://www.stanford.edu/dept/EHS/prod/researchlab/bio/Biosafety\\_Manual/Biosafety\\_Manual\\_complete.pdf](http://www.stanford.edu/dept/EHS/prod/researchlab/bio/Biosafety_Manual/Biosafety_Manual_complete.pdf)

6 “Guidelines for Research Involving Recombinant DNA Molecules”, <http://www4.od.nih.gov/oba/rac/guidelines/guidelines.html>

7 “BMBL Section III – Laboratory Safety Level Criteria”, <http://www.cdc.gov/od/ohs/biosfty/bmb14/bmb14s3.htm>

## Biohazards: SSRL Experiment Approval Procedure

Step	Person(s)	Action
5.	Researcher	If the biosafety level is determined to be 1, skip to step 7. If the biosafety level is 2: Completes the form required by the Stanford University Institutional Biosafety Committee (the Administrative Panel on Biosafety, APB) and submits this form to the SSRL safety coordinator <sup>8</sup>
6.	Stanford University Institutional Biosafety Committee, APB	Reviews application as applicable and notifies SSRL safety coordinator
7.	SSRL Safety Coordinator	Implements APB recommendations by informing affected lab managers and functions
8.	Researcher	Before beginning work, completes and signs the SSRL Biohazards Handling Agreement. <sup>9</sup> The agreement describes response procedures to be followed in the event of accidental spills of biohazardous material.

---

8 Stanford University Administrative Panel On Biosafety Request For Institutional Review/Approval For Research Involving Biohazardous Agents, Recombinant DNA, And USDA-Regulated Materials, <http://www.stanford.edu/dept/EHS/prod/researchlab/bio/docs/APBform.doc>

9 [ forthcoming ]