Center for Clinical and Translational Research Standard Operating Procedure

Section: **Clinical Research Center**

Title: **CRC Laboratory Orientation**

SOP Number: **CO02**

Date Created/Modified: **November 1st, 2011**

Version Date: **January 1, 2023**

PURPOSE: To define the standard operating procedure (SOP) to be followed for initial and continuing training for Clinical Research Center (CRC) personnel and any other research staff that use the CRC laboratory facilities. Orientation allows all users to receive an introduction to laboratory equipment and usage guidelines, as well as general laboratory safety policies.

SCOPE: This SOP applies to all CRC personnel and research staff from other departments who are using the CRC's laboratory and/or equipment.

PERSONNEL RESPONSIBLE: Designated CRC staff members are responsible for training other CRC personnel and research personnel from other University of Nebraska Medical Center (UNMC)/Nebraska Medicine (NM) departments.

PROCEDURES:

1. No individual will be allowed to use the laboratory until they have been orientated and trained. Training will be documented using the CRC Laboratory Orientation Checklist.
   - All CRC staff will be oriented to the laboratory upon hire.
   - Research staff from other departments who wish to use the laboratory or laboratory equipment must also be oriented using the CRC Laboratory orientation and training checklist.
   - The completed checklist will be kept on file for individuals who are allowed access to the CRC laboratory.

2. Staff and other users will be oriented to the following topics:
   - Laboratory Safety
     - Bloodborne Pathogen Exposure Control Plan
     - Locations of eyewash stations, fire extinguisher, and fire alarm pulls
     - Use of Personal Protective Equipment
     - Dress Code
   - Cleaning Procedures
     - Spills
     - Waste disposal
     - Centrifuge cleaning
   - Use of Equipment
     - Centrifuge
     - Refrigerators/Freezers
   - Specimen Processing
     - How to properly pipette a sample
     - How to prepare a slide

- How to perform bedside testing such as pregnancy test, hemoccult testing, etc.

ASSOCIATED FORMS:

CRC Laboratory Orientation and Training Checklist

RESOURCES:

Nebraska Medicine: IC13 Bloodborne Pathogen Exposure Control Plan
Nebraska Medicine: Laboratory Services SharePoint
UNMC: #2004 Bloodborne Pathogens Exposure Policy

Department Approval

Signed Serena Gaines Signed: 2/9/2023
Research Nurse Manager

Signed Signed: 2/7/2023
Assistant Vice Chancellor for Clinical Research

CO02 CRC Laboratory Orientation and Training

Name of Employee:_____ **Start Date:**_____ **Name of Mentor:** _____

Activity	Definitions/ Notes	Mentor Date & Initial with Each Review	Confirmed Understanding/ Training Completion Date
Laboratory Safety			
Nebraska Medicine Bloodborne Pathogen Exposure Control Plan IC13	Read and all questions answers regarding Nebraska Medicine Bloodborne Pathogen Exposure Control Plan (IC13)		
Eyewash Station	• Location of eyewash station • Frequency and documentation of function of eyewash station		
Fire Extinguisher and Fire Alarm Pull	Verbalizes and demonstrates location of fire extinguisher and fire alarm pull station location for the CRC.		
Personal Protective Equipment	Demonstrates use of: • Closed toe shoes • Scrubs or Labcoat • Gloves • Face and Eye Protection • Mask (if indicated)		
Equipment Use			

Centrifuge	• Power On (on back of centrifuge)
	• Adjusting Settings
	  ○ Speed (RPM/RCF Switch)
	  ○ Duration
	  ○ Temperature
	  ○ Balance tubes & tube placement in buckets
	  ○ Bucket lids (ensuring lids are on securely -MOST IMPORTANT!)
	• How to start and stop
	• How to change time, speed, and temperature		

CO02 **CRC Laboratory Orientation and Training**

Activity	Definitions/ Notes	Mentor Date & Initial with Each Review	Confirmed Understanding/ Training Completion Date

Specimen Refrigerators and Freezers	• Location
	• Temperature acceptable ranges
	  ○ Refrigerator
	  ○ Freezer
	• Temperature Logs		

Biohazard	• Location of sharp container
	  ○ Appropriate items for disposal: needles, razors, slides
	• Location of biohazard container
	  ○ Appropriate items for disposal: blood tubes, pipettes, specimen containers, anything pourable, drippable, or spillable		

Samples – if appropriate			
Specimens	Aliquoting samples: • Pipettes (on counter, extras in lower cabinets) • Proper pipetting technique demonstrated • Post-aliquot sample tube disposal (cap blood tube after aliquoting, place in red bag) How to prepare a slide demonstration How to perform bedside testing such as pregnancy test, hemoccult test.		
Specimen Labeling	Proper labeling to include but not limited to the following: • Study name subject study number visit name/number date/time sample type		
Specimen Refrigerator & Freezer	All specimens are to be logged into and out of tracking form		

CO02 CRC Laboratory Orientation and Training

Activity	Definitions/ Notes	Mentor Date & Initial with Each Review	Confirmed Understanding/ Training Completion Date
Cleaning			
Spills	Follow Nebraska Medicine Bloodborne Pathogen Exposure Control Plan (IC13)		
Centrifuge	Daily: Outside surface centrifuge: wipe with 1:10 bleach solution or soap & water mix. Chamber of centrifuge: clean with soap and water or non-chlorine disinfectant wipes (do not use bleach. If bleach is used, rinse with plain water and dry completely) Buckets/lids: soak in 1:10 bleach solution, rinse		
Lab Counters	Post-processing: Bleach wipes, let dry		

Employee Signature Date

Evaluator Signature Date

Evaluator Signature Date