

Session date(s): _____ Session sponsor: _____ Sponsor phone: _____
(must be Stanford faculty or management staff)

Reserving space in the SoM Learning Space Labs and the LKSC Project Classroom LK005 is dependent upon completion of this form. Failure to follow the procedures may result in future permission to use the labs being withdrawn. It is the responsibility of the Stanford Sponsor and the session coordinator to ensure that all of the following procedures are addressed during the session.

Emergency Response Procedures and Information

General:

1. The lab leader(s) must review these procedures with the class participants at the beginning of each session.
2. The ALWAYS Building Emergency Assembly Point (EAP) is located next to the flagpole on the Dean's Lawn. The house phone is in M: 202 for the Fleischmann Lab location. The LKSC Project Classroom phone is in LK005.
3. The LKSC EAP is in the herb garden in the front of the LKSC.
4. The course coordinator must establish specific procedures if there is a person with limited mobility in the course. Call the Safety & Emergency Management Office at 723-6336 for information and guidance.

In case of Earthquake:

1. All persons must Duck, Cover, and Hold and wait for the shaking to stop.
2. After the shaking stops all persons must proceed calmly to the Always or LKSC Building EAP.
3. The session coordinator must account for all persons in the course at their designated EAP.
4. If a person cannot be accounted for, then document and report to the first responders.

In case of Fire:

1. Pull one of the fire alarm pull stations. Use fire extinguishers only if you have been trained to do so.
2. All participants and the session coordinator must evacuate and proceed calmly to the EAP.
3. Call 911 and make yourself available to the Security Officer that responds.

In case of Medical Emergency or Injury:

1. If in the Fleischmann Labs, then call 911 using the house phone in M: 202 . If in the LKSC, then use the LK005 room phone. You will be connected to the 911 Emergency Dispatcher and a Security Officer will respond.
2. Follow the direction of the dispatcher and remain available until medical help arrives.
3. All incidents must be reported on the Stanford SU-17 form <http://su17.stanford.edu/>

EdTech Laboratory Safety Rules and Procedures

1. **Food and Beverages or Cosmetic Application are not permitted** in the Lab room during the demonstration or examination of materials with chemical or biologic hazards. See ***Consumption of Food and Beverages in the Fleischmann Labs Policy for additional details.***
2. **Food, Beverages and Cosmetic Application are permitted** when not demonstrating or examining materials with chemical or biologic hazards, following cleaning and disinfecting of all surfaces.
3. **Hazardous chemicals, such as formaldehyde, and biohazardous material, such as fresh tissues,** may be examined in the Labs under the supervision of a faculty member or his/her designee. Such demonstrations must adhere to all applicable regulatory and University hazardous material and blood: body: fluid protocols and policies. No hazardous material may be used in the Labs without direct supervision of a faculty member or their explicit delegate.
4. Students may examine museum tissues in M: 226 of ALWAYS at any time and should follow the posted specimen handling procedures.
5. No live or whole animals may be used in the Fleischman labs or the LKSC Project Classroom room LK005.
6. Review the Medical Waste Disposal poster and refer to it as necessary.
7. Sharps of any kind must be disposed in the sharps containers provided in the labs.
8. **Non-Research Carcass, Organ, and Tissue must be disposed of in a doubled plastic black bag. The bags must be labeled with organizer's name and contact information. Supplying the black bag is the responsibility of the person generating the animal waste tissues and/or parts. Anyone bringing such materials into the labs is responsible for organizing disposal with the Research Animal Facility. See attached VSC Facility document for details. Contact the research animal facility at Vsc_carcass_disposal@lists.stanford.edu for more information.**
9. Used fixatives should be disposed as chemical waste. Fixed non human tissue to be disposed as pathology waste in the pathology waste bin in M: 226. Used towelings should also be placed in the red bag waste.

Session Coordinator or Sponsor Certification

I have read and understand the above information and agree to conduct myself, and the session for which I am responsible, according to it.

_____ Signature _____ Date _____ Stanford phone # _____
Print Name

NON-RESEARCH CARCASS, ORGAN AND TISSUE DISPOSAL IN VSC FACILITIES

FOR SCHOOL OF MEDICINE WORKSHOPS & TRAINING PROGRAMS

ACCESS: This waste can be discarded at the RAF building every day of the year from 7:00 AM – 3:30 PM. However, the VSC must be notified at least 24 hours in advance, during working hours, Monday through Friday, to make sure proper arrangements for access are made, particularly if access will be needed after these hours or on weekends/holidays.

Please provide advance notification that you intend to discard non-research tissue, with the approximate drop off time and amount of tissue to be discarded to the following list:

Vsc_carcass_disposal@lists.stanford.edu

TRANSPORTATION AND IDENTIFICATION: These materials should be double-bagged using **black plastic bags**. The bags must be labeled with the workshop organizer's name and contact information.

IMPORTANT: Red biohazard bags should ONLY be used to dispose of animals that have been exposed to BSL-2, 2+ or 3 agents. If this is the case, more information on the type of work you are conducting is needed. Please contact the VSC Research Compliance Coordinator to discuss your project at (650) 498-7553, or by e-mail at eklettke@stanford.edu.

If approved, Biohazardous waste must be transported using a hard-sided, closed container labeled with the words "Biohazardous Waste" or with the international biohazard symbol and/or the word "BIOHAZARD" on the lid and on the sides so as to be visible from any lateral direction. The bagged waste must be disposed of properly and the waste container disinfected with 1:10 bleach solution if reused.

If you require emergency access after-hours or on weekends, please contact the Veterinary Service Center Supervisor on Call at 650-521-6704 (Saturday and Sunday, 7:00-3:30 PM) or Security Services at 650-723-7222. Security will contact the VSC for confirmation prior to granting access.