

- (iii) Personal Protective Equipment (PPE): Appropriate personal protective equipment shall be provided (i.e., gloves, safety goggles, lab coat or disposable lab coat).
NOTE: If respirators are necessary, contact Safety Services for necessary respirator training and compliance documentation.
- (iv) Engineering Controls: Proper use of fume hoods, Biosafety cabinets, or glove boxes with toxin-involved procedures.
- (v) Inactivation: Use accepted inactivation procedures specific to the SA Toxin prior to disposal of remaining stock and/or empty containers.
- (vi) Disposal: Following inactivation, dispose of residual wastes (liquids/solids) as follows:
 - (A) Liquids: Collect inactivated materials in a non-leaking container constructed of chemically compatible material, and manage as hazardous waste per TTUHSC Hazardous Waste Management procedures. This information may be found in the TTUHSC Regulated Waste Manual.
 - (B) Stock Vials and other materials: Deface container labeling; collect in non-leaking container and manage as hazardous waste.
- (vii) Storage: All SA Toxins and associated contaminated items must be:
 - (A) Stored with compatible materials within secondary containment; and
 - (B) Provided two layers of physical security (i.e., toxin secured within a locked freezer or secured within a permanently affixed lockbox) within a locked laboratory.
 - (C) May not be stored in common use, shared, or “inner” lab areas.
- (viii) List of PI-Approved Users: A list

Attachment B, "Exempt Quantity Select Agent Laboratory Self-
Inspection Checklist" may be used as

- b. If SA Toxins are stored in a separate area from the work area, the following transfer guidelines should be observed when moving material from storage areas to work areas, and return:
 - (i) SA Toxins will be transported in a container providing secondary containment with proper labeling;
 - (ii) SA Toxins shall not be transported in personal vehicles;
 - (iii) Only authorized personnel may be involved in the transfer of SA Toxins.
- c. Contaminated or possibly contaminated materials and equipment shall be decontaminated prior to transfer.
- d. PI shall notify the IBC and Safety Services of any transfer of SA Toxins to another PI.
- e. All SA Toxins must be inactivated prior to disposal. Contact Safety Services for assistance.

5. Security:

- a. **All laboratory doors must remain locked when authorized laboratory personnel are not present in the lab.** This includes nights, weekends, holidays, and daytime hours when the lab is empty even for a short time.
- b. Laboratory personnel shall wear visible TTUHSC ID badges bearing their photo, name, and department.
- c. An authorized personnel list shall be posted inside each SA Toxin laboratory.
- d. SA Toxin laboratory doors shall be prominently marked as “Authorized Personnel Only.”
- e. Security background checks shall be completed before personnel are hired or are allowed to work in the SA Toxin laboratory.
- f. All personnel who work with SA Toxins shall be appropriately trained and held accountable for the proper use and storage of SA Toxins.
- g. SA Toxins shall be stored behind at least two layers of security, i.e., locked laboratory doors and a locked refrigerator or permanently affixed lockbox.
- h. SA Toxin containers shall be appropriately labeled.
- i. SA Toxin storage containers shall remain locked when not in direct view of authorized laboratory workers.
- j. Housekeeping and maintenance staff will work in the SA Toxin laboratories only during hours when authorized laboratory personnel are present.
- k. All entries into the SA Toxin laboratory by visitors, maintenance workers, housekeepers, or others needing one-time or occasional entry should be recorded by signature in a log book.
 - (i) Attachment D, “Select Agent Lab Visitor Log” may be used as the basis for visitor documentation.