

I. PRINCIPLE

The Biomedical Sciences teaching labs consist of several laboratory and support rooms used for preparation and administration of courses in both the undergraduate and graduate level in the Department of Biomedical Sciences.

Access to the laboratories, support rooms, supplies, chemicals, equipment and technology is limited to those students and staff members that have been authorized access by the University of Wisconsin - Milwaukee, Department of Biomedical Sciences, and/or Laboratory Manager.

II. SCOPE

This policy applies to all students, non-students, and staff at the University of Wisconsin-Milwaukee that utilize and/or require access to restricted areas in the Department of Biomedical Sciences teaching labs. Restricted areas include B70, B72, B76, B78, B80, B86, B88, B90 and B92.

III. TRAINING

- a. All staff and students that expect to work unsupervised in the BMS teaching labs must review this procedure, complete training by Lab Manager or PI, and fill out the Utilization of Space and Supplies Training Certification Log.
 - i. See section IV of this procedure for guidelines on unsupervised student access to BMS teaching laboratories.

IV. ACCESS TO AND UTILIZATION OF SPACE

- A. Due to potential exposure to heat, gasses, various chemicals, and biohazardous waste, access to the laboratories and support rooms is restricted at all times. Students are to be supervised directly by authorized personnel at all times, and are allowed access to areas containing these hazards during class or for instructor approved and supervised activities related to course work.
 - a. Students may occasionally be required to work in two or more BMS labs simultaneously. This is acceptable and is considered direct supervision as long as the instructor and/or teaching assistant for the course remains in the BMS teaching laboratories, and regularly checks on all rooms occupied by students.

- B. Students taking classes in the BMS Teaching Labs may occasionally need to have access during non-class time without direct supervision. Ideally, this should only occur if there is no alternative (students performing task during lab time, TA taking pictures, etc.), and the following guidelines must be followed:
- a. Students may only be allowed in the BMS teaching laboratories during normal posted business hours, from 7:45am-4:30pm.
 - b. These instances should be limited (occurring 1-2 times per semester maximum), and the Laboratory Manager must be informed in advance.
 - c. There must be at least one TA, Faculty, or Staff member in the BMS teaching or BMS research laboratories that is available for students at all times, and is responsible for the security and safety of those entering the BMS teaching laboratories. It is the responsibility of the instructor to find a TA, Faculty, or Staff member to fill this role.
 - d. The task performed should require minimal work from the student, and should generally take a short amount of time to perform (less than 5 minutes).
 Examples of this would be:
 - i. Reading plated microbiology specimens
 - ii. Checking ELISA plates
 - iii. Reading western blots
 - iv. Performing microscopy on pre-made slides
 - e. If the task to be performed involves use of any equipment, handling of primary patient samples, manipulation of biohazardous materials, or requires substantial time to complete (greater than 10 minutes), students must be directly supervised by TA, Faculty, or a staff member. Examples of this would be:
 - i. Streaking microbiology plates
 - ii. Gram Staining
 - iii. Making slides from blood or body fluids
 - iv. Using a centrifuge, pipettes, or any other piece of equipment in the BMS laboratories
 - v. Using hazardous chemicals
 - vi. Using incinerators, hot plates, or other heat sources
- C. The only individuals authorized to be in restricted areas during non-business hours are those that have been granted key access by the department, college, or university. Those without key access are allowed only if approved by a department member, and that department member is responsible for direct supervision and monitoring the individual to guarantee the safety and security of the area at all times.

- D. Students enrolled in programs offered in the Department of Biomedical Sciences are allowed unsupervised use of the conference room (B72) during normal business hours (7:45am-4:30pm) if there are no other scheduled appointments occupying the room. The door of the conference room (B72) adjacent to the main hallway should remain closed at all times when room is in use by students, but may be propped open by faculty and staff as needed.
- E. Students may not allow access to unauthorized personnel to any restricted area in the BMS teaching labs. All individuals not enrolled in courses offered in the Department of Biomedical Sciences, with the exception of university staff, must get approval from the department and/or department representative to be allowed in these areas. If access is being granted by an individual department member, it is the responsibility of the department member granting access to directly supervise and monitor all previously unauthorized individuals at all times to guarantee the safety and security of the area.
- F. All doors to the undergraduate labs and conference room are to remain closed and locked after 4:30pm weekdays, as well as all day weekends and holidays. The only exception to this rule is during scheduled classes or meetings, in which the main hallway access door to room B72 may be propped open by faculty and staff as needed.

V. BIOHAZARDOUS WASTE

- VI. All biohazardous waste is processed and disposed of by the laboratory manager or trained laboratory staff. All waste can be placed in B86 for disposal. Bags should be loosely tied with a twist tie and never knotted, and can be placed in the red biohazard buckets. See attachment A for guidelines on proper use of disposal containers. Refer to [SAFE 3.0 Biohazard Safety in the BMS laboratory](#) for guidelines on handling of biohazardous waste by students and staff, and [SAFE 2.0 Biohazardous Waste Disposal](#) for autoclaving procedure and DNR disposal regulations.

VII. EQUIPMENT USE

- A. Use of all laboratory equipment housed in the Department of Biomedical Sciences restricted areas listed in section II is limited to personnel previously approved by the department. All other use must be approved by the department, department representative, and/or laboratory manager. This equipment includes but not limited to:
 - a. Computers, projectors, microscopes, autoclaves, refrigerators, freezers, centrifuges, incubators, water baths, dry baths, fume hoods and biological safety cabinets.

VIII. SUPPLIES

- A. General Supplies can be used by all undergraduate, graduate, and research personnel in the Department of Biomedical Sciences, and these supplies are located in the store room (B76). Supplies provided to the entire department are gloves, kim wipes, wypalls, paper towel, and hand soap.
- B. All other supplies located in the B76 store room are for use with the teaching labs only and should not be used for research unless marked for such purposes. Supplies are ordered and budgeted by course, and should not be used for other courses unless approved by the lab manager and/or instructor of the intended class.

IX. ATTACHMENTS

[BMS 1.0.A Utilization of Space and Supplies Training Certification Log](#)