

Standard Laboratory Procedure

Children's Clinical and Translational Discovery Core

Created on 10 MARCH 2026



EMORY
UNIVERSITY
SCHOOL OF
MEDICINE

Department
of Pediatrics

Center for Advanced Pediatrics – Emory Processing Unit (5126)

Purpose: To ensure that all staff who will utilize the Emory University Clinical Processing Laboratory at the Children's Healthcare of Atlanta Center for Advanced Pediatrics are adequately trained and that their training is properly documented.

A member of the Emory University Center for Clinical and Translational Research will conduct laboratory specific research training.

Upon completion of all necessary training, researchers will be given keycard access to the Emory Processing Laboratory at the Children's Healthcare of Atlanta Center for advanced Pediatrics.

Name: _____ Email Address: _____

Division/Department: _____ Principal Investigator/Supervisor: _____

I. GENERAL

- Add the researcher to the "Laboratory Members" list in Emory University SciShield under Dr. Christopher Porter's biological registration for the **Children's Clinical and Translational Discovery Core**. Check the corresponding job activities.
- The employee is trained to understand the facility requirements (e.g., door to the laboratory to be kept closed, no gloved hands in the hallways, etc.).
- The employee is trained in the proper work practices to ensure adequate protection from the hazards of the laboratory.
- The employee is trained in the proper procedures for all equipment in the laboratory.
- The employee understands not to operate unfamiliar equipment or materials without proper training and approval.
- The employee is trained to know that eating, drinking, or storage of food/beverages is not permitted in any laboratory area, including desks located within the laboratory.
- The employee is trained to maintain a clean space and how to dispose of biohazardous waste.
- The employee is trained to operate cold storage units.

II. EMERGENCY PROCEDURES

- The employee is aware of and understands all safety signage.
- The employee is aware of the building emergency evacuation route.
- The employee is aware of the location of the spill kit and understands the spill cleanup procedures for the laboratory.
- The employee is aware of the location of the eye-wash and understand how to use it.
- The employee is aware of the location of the first aid kit.
- The employee is aware of the location of the nearest fire alarm and fire extinguisher.

Standard Laboratory Procedure

Children's Clinical and Translational Discovery Core

Created on 10 MARCH 2026



EMORY
UNIVERSITY
SCHOOL OF
MEDICINE

Department
of Pediatrics

- The employee is aware of how to report any incident or accident in PeopleSoft.

III. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The employee understands the appropriate PPE to wear to ensure adequate protection from the hazards of the laboratory.
- The employee has reviewed the laboratories PPE Assessment Form.
- The employee is trained to remove PPE prior to leaving the laboratory.

IV. EMORY UNIVERSITY ENVIRONMENTAL AND HEALTH SAFETY OFFICE

- The employee has completed:
 - i. EHSO - Bloodborne Pathogens (BBP) for Research- updated annually.
- The employee is aware of the location of the Bloodborne Pathogen Exposure Control Plan (www.ehso.emory.edu).
- The employee has submitted documentation for Hepatitis B vaccination and antibody titers.

To be signed by User:

I understand the information that has been presented to me and feel comfortable with my training, knowledge, and ability to adhere to safety practices, laws, rules, and guidelines.

Name (Printed): _____ Signature: _____

Date: _____

To be signed by CTDC Director:

I have met with this employee and have verified that the applicable training has been completed.

Name (Printed): _____ Signature: _____

Date: _____