

EMPLOYEE INFORMATION AND TRAINING
Lab-Specific: Biological Safety

I. Training Requirements

All laboratory personnel will be provided biological safety information and training by the laboratory supervisor. Information and training regarding biological safety must include, at a minimum, the material in the following "Laboratory Biological Safety Training Documentation Checklist."

NOTE: All attendance logs and other relevant training notes will be filed in this section.

LABORATORY BIOLOGICAL SAFETY TRAINING DOCUMENTATION/ CHECKLIST

Employee: _____

Starting Date: _____

Supervisor: _____

Trainer: _____

Department: _____

Lab. # _____

I. PURPOSE

This training is provided in order to:

- Explain and comply with requirements and guidelines developed by the Centers for Disease Control and Prevention (CDC), the National Institute of Health (NIH), Biosafety in Microbiological and Biomedical Laboratories (5th Edition) and the Occupational Safety and Health Administration (OSHA) *Occupational Exposure to Bloodborne Pathogens* (29 CFR 1910.1030).
- Provide training in minimizing exposure to biohazardous materials in the work area
- Provide lab specific information relating to BioSafety Levels (BSL), including:
 - BSL 1 – Agents are not associated with disease in healthy human adult.
 - BSL 2 – Agents are associated with human and animal disease which is rarely serious, and for which preventive or therapeutic interventions are often available.

II. CHECKLIST

This checklist is designed as a learning tool and instructional aid. Trainees should check each topic as it is explained and understood.

A. PROGRAM CONTENTS FOR ALL LABS

- The provisions of the Georgetown University Biological Safety Management Guidance include:

- A written program and the employee's right to review the program (Biosafety Manual).
- OSHA-mandated orientation (provided by EH&S) and laboratory-specific training (provided by the Principle Investigator) must be provided at initial assignment. Additional laboratory-specific training must be provided each time a new biohazard is introduced into the work area.

B. PROGRAM CONTENTS FOR LABS USING HUMAN BLOOD PRODUCTS OR OTHER POTENTIALLY INFECTIOUS MATERIALS

- Labs with potential exposure to bloodborne pathogens must conform to all requirements provided in Section A as well as the following:
 - Make available the Exposure Control Plan within the laboratory
(<http://ehs.georgetown.edu/biosafe/procedure/MDCTR.HTM>).
 - Ensure that all lab personnel who have potential exposure to human blood or other potentially infectious material are trained each year.
(<https://campus.georgetown.edu/webapps/portal/frameset.jsp>)
 - Complete Hepatitis B Acceptance/Declination forms for all lab staff.
(<http://www9.georgetown.edu/gumc/ehs/biosafe/forms/HBV090209.pdf>)

C. WARNING SIGNS AND POSTINGS

- Each laboratory must have a room sign posted outside of the entrance to the laboratory that provides safety information to visitors and service personnel.
- All areas and laboratories which contain biohazardous agents must be posted with a biohazard sign.
- All equipment in which biohazardous agents are used and/or stored must be labeled with a *biohazard* sign.

D. MEANS OF CONTROLLING EXPOSURE

General

- Biological Safety Cabinets must be used for work with biological agents that may generate particulates or aerosols posing a hazard to lab personnel.
- Sharps (e.g., needles, scalpels, lancets, slides, glass pipettes, disposable scalpels, scalpel blades, and other sharp objects) must be safely used, secured, and disposed of in sharps containers.
- Personal protective equipment is the last defense and may be limited by a number of factors. For any work in the laboratory PPE must include:
 - a lab coat;
 - closed-toed shoes; and,
 - gloves.Note: No more than one glove may be worn outside of the laboratory (common areas).
- Additional PPE may be required for specific tasks:
 - Safety glasses (when there is a reasonably anticipated risk of splash hazard (may be obtained through EH&S).
 - Respiratory protection (approval and training must be obtained through EH&S if respiratory protection is worn)

Laboratory specific controls-(List)

- Procedures are in place (and must be followed) for inspecting and maintaining personal protective equipment

E. PHYSICAL AND HEALTH HAZARDS IN THE WORK AREA

- An explanation of biological hazards in the work area has been presented. Contributing factors and terminology used to describe physical hazards and health hazards have been explained

- All Protocols and IBC submittals pertinent to the work performed by the staff have been presented and reviewed.

F. SPILLS AND EMERGENCIES IN THE LABORATORY

- Emergency response/action measures for the laboratory were discussed, including:
 - Emergency response methods provided in Standard Operating Procedures
 - University Emergency Preparedness guidance (<http://preparedness.georgetown.edu>); and,
 - Initial emergency contacts as presented in the laboratory's Georgetown University Waste Disposal Guidelines flip-chart.

G. WORK AREA SPECIFIC INFORMATION

- The following laboratory Biological Safety elements were explained:
 - Standard Operating Procedures
 - Biological Safety Cabinets
 - Red-bag waste management
 - Autoclave procedures: Orange bag waste
 - Medical Surveillance
 - IBC Protocol Review
 - Additional Employee Protection (when necessary)

III. TRAINING DOCUMENTATION

I hereby acknowledge that I have received training in, and understood, all of the above information.

Employee's Signature : _____

Date: _____

Trainer's Signature: _____

Date: _____