Principal Investigator: Date Approved:

**Core Facility Management**

This SOP applies to the Responsible Party (e.g., PI, faculty member or facility manager) who oversees and provides access to a Core Facility with a scope including work with biological materials that require ≥(A)BSL2 containment.

The Responsible Party sets the scope of materials, operations and users allowed into the Core Facility. Providing Core Facility access to individuals who perform procedures involving biohazardous materials increases the risk for containment loss and/or exposures if safety and facility-specific SOPs are not followed properly. To mitigate risk, the Responsible Party must ensure that users of the space are approved by the IBC to work with biological materials and have received EHS training within the prior year, and provide and document Core Facility-specific training for users and staff.

**Procedures**

**Engineering Controls, Equipment, and Materials**

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| **Core-Specific Training Log** | A record sheet for training and annual refresher training |
| **Hazard Communication Log** | A record sheet for providing hazard communication to staff, users and visitors of the space |
| **Access Control** | Secured access limited only to eligible and approved individuals |

1. Verify all user applicants are included on an active IBC registration and eligible for Core Facility access (e.g., Core locations are listed on applicable protocols)
2. Provide hazard communication to users, staff and any other individuals permitted to enter the space
3. If spaces are temporarily designated as BSL2, ensure that appropriate hazard warning signs are posted and that access to the facility is limited at that time.
4. Ensure materials are present to appropriately disinfect equipment and dispose of biohazardous materials.
5. Provide and document Core-specific orientation training to all individuals (users and staff) who receive Core Facility access; include at least the following:
* PPE donning and doffing practices (entry/exit procedures)
* Security procedures
* Emergency procedures
* Equipment use and maintenance
* Decontamination and waste practices
* Occupational health requirements
1. Establish access for eligible users
2. Provide and document a Core Facility training refresher at least annually

**Cautions and Considerations**

* Facility standards, safety practices and equipment must at least match IBC and EHS Biosafety requirements
* PPE donning and doffing instructions and personnel monitoring requirements must be communicated by the Responsible Party to all individuals who are provided access
* Application forms that collect IBC registration numbers, proposed biological materials, EHS training certificates and other relevant details are recommended to help with user screening
* Contact EHS Biosafety at 801-581-6590within 12 hours of an exposure to biohazardous materials