**Site-Specific Training Checklist & Record**

All personnel working at BSL-2 or higher must receive training from the Principal Investigator, at the time of assignment and at least annually thereafter. This training must include a risk assessment for the agents being used in the lab (including routes of infection, signs and symptoms of exposure and options for vaccinations or post-exposure prophylaxis), engineering and work practice controls, PPE requirements, spill clean-up procedures, and post-exposure procedures.

Trainee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site-Specific Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Biosafety Training Topic** | **Trainer Initials** | **Trainee Initials** | **Date Completed** |
| Location and review of Facility Exposure Control Plan/Biosafety Manual and/or IBC Registration |  |  |  |
| Location and review of University of Utah Exposure Control Plan and/or/Biosafety Manual  |  |  |  |
| Standard microbiological practices (SMP), lab hygiene, disinfection of work surfaces & equipment, and routine housekeeping |  |  |  |
| Agent-specific training and exposure risk: • Routes of transmission • Signs/symptoms of infection/disease manifestations • Medical conditions that may increase risk of transmission and/or the severity of disease  |  |  |  |
| Procedure-specific training and associated safety precautions, including **engineering controls** and **work practice controls** |  |  |  |
| Biological hazard communication and labeling (door placards & labels) |  |  |  |
| Safety and use of lab equipment for containing/processing biological hazards (e.g. biosafety cabinets, autoclaves, and centrifuges) |  |  |  |
| Location and use of hand washing sinks, emergency eye washes and fire extinguishers |  |  |  |
| PPE training, including selection, use, and storage/disposal |  |  |  |
| Identification, segregation and treatment of biohazardous wastes |  |  |  |
| Lab-specific procedures for emergencies (including reporting): • Spill containment, disinfection & clean-up • Accidents, injuries, and exposures (includes near-misses) |  |  |  |
| Documentation of Hepatitis B vaccination status |  |  |  |
| Other (Defined by the PI/Supervisor) |  |  |  |

**SUPERVISOR/TRAINEE: Acknowledgement of completion of all required training elements**

|  |  |
| --- | --- |
| **I have provided site-specific training for the individual listed above as documented** | **I have received training as outlined above and was given an opportunity to ask questions related to safety expectations and my exposure risk** |
| **PI/Supervisor/Trainer (Sign and Date)** | **Trainee (Sign and Date)** |

**Instructions for Completion of Biosafety Site-Specific Training Checklist & Record**

This form is intended to help employees and supervisors meet the training and recordkeeping requirements of the University of Utah Biosafety program.

**TRAINEE (EMPLOYEE/STUDENT)**

This record will be provided to you when you complete the required programmatic training covering standard microbiological practices, biosafety principles, biological safety/containment/security practices, and bloodborne pathogens (as applicable). **You may not start working in the laboratory until this training has been completed.**

**Both the trainer and the trainee must initial when each element of training is complete.**

**Once the PI or supervisor reviews this information with you, and you have had an opportunity to ask any questions that you have relative to working safely in the lab, sign the record in the designated box to complete the record.**

A copy is to be kept on file with the Facility Exposure Control Plan/Biosafety Manual or with other Biosafety-related records.

**PI/SUPERVISOR/WORKPLACE TRAINER**

The PI or laboratory supervisor must ensure that laboratory personnel, including faculty, staff and students, receive appropriate training regarding biological agents/hazards in use, the SOPs provided in the Facility-specific Exposure Control Plan/Biosafety Manual (or any other duties), necessary precautions to prevent accidents and exposures, accident/exposure evaluation procedures, and other general safety requirements specific to lab. Personnel must receive annual updates or additional training when procedural or policy changes occur. **Personnel may not start working in the laboratory until this training has been completed.**

If there are questions from the form that arise, please contact the Biosafety Office.

When each training element has been covered, write your initials and date in the appropriate columns. When all training elements have been completed and the trainee has had an opportunity to ask questions, have the trainee sign in the appropriate box; you or the designated trainer will sign the box designated for the PI/trainer. Keep this training record on file and available for regulatory review.