**University of Utah**

**Institutional Biosafety Committee**

**Standard Operating Procedures and Policies**

**Subject Training on Biohazards in Shared Spaces**

SOP Number 16\_01

Approval Date 01/21/2016 Supersedes Date New Page 1 of 2

All BSL2 (or higher) lab spaces that are shared by 2 or more PIs using different biohazardous agents, who are not co-PIs or co-investigators on an approved IBC protocol(s), must conduct a joint “Biohazards Awareness and Training” session for all the personnel working in the space.

The training must be presented by each PI or delegate, outlining the agents, and risks associated with the agents used for their specific research, covering at a minimum the topics listed on the following page. New employees should be trained as soon as possible after hire. The IBC recommends repeating the training annually. If you need assistance with these training sessions please contact the Biosafety Office at 801-581-6590 or biosafety@oehs.utah.edu.

All attendees at the training session(s) must sign a sign-in sheet that identifies the trainer(s) and agent(s) discussed: a template is included below. Please edit the template as applicable: the highlighted and italicized sections must be edited to reflect the requirements for the agent being used . Submit the sign-in sheet to biosafety@oehs.utah.edu.

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| --- | --- | --- |
| **TRAINING TOPIC** | **INFORMATION SOURCE** | **TRAINER INITIALS** |
| **Hazardous Agent(s) Used in the Lab** |  |  |
| Specific hazards of agents;  Modes of transmission  Signs and symptoms of exposure | *Dr. X’s Biosafety Manual or*  *Laboratory-specific SOPS* |  |
| Risks to Individuals who are immunocompromised  *Recommend consultation with healthcare provider* |  |  |
| Medical Surveillance  *Measurement of antibody titers*  *Vaccination* | *Dr. X’s IBC Protocol*  *Contact Biosafety Office* |  |
|  |  |  |
| **Personal Protective Equipment** |  |  |
| PPE that will be worn when someone is working in the BSL-2 laboratory, as applicable:  *Lab coat (type)*  *Gloves (type): double gloving*  *Closed toed shoes and long pants*  *Other*  Other | *Dr. X’s Biosafety Manual or*  *Laboratory-specific SOPS* |  |
|  |  |  |
| **Emergency Response** |  |  |
| Spill Procedures:  Notification of other workers  Check Spill Cleanup Procedures on wall or SOPs  Absorb, use disinfectant, wipe and repeat  Type of Disinfectant  Broken glass or other sharps handled with forceps, tongs, broom, dust pan  Deny entry of unauthorized personnel  Call OEHS, if necessary | *Dr. X’s Biosafety Manual or*  *Laboratory-specific SOPS* |  |
| Incident response and reporting  Report to PI and Lab Manager  Report to Biosafety office  Go to Redwood Clinic or ER for treatment  Complete EHS Incident Report Submission  Complete and submit Employee First Report of Injury (E-1) form.  Report Near Misses to Supervisor and OEHS | *Dr. X’s Biosafety Manual or*  *Laboratory-specific SOPS*  *OEHS Website* |  |

**SIGNATURE PAGE**

**I have been provided information on the biohazards being used in other areas of the lab and had a chance to ask questions concerning the agents/material being used.**

**Name of Trainer:**

**Agent:**

|  |  |  |  |
| --- | --- | --- | --- |
| **PRINT NAME**  **uNID** | **SIGN NAME** | **DATE** | **Name of Your PI/Supervisor** |
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Copy sheet for each agent discussed