

Biological Safety Site-Specific Training Record

Name: _____

Start Date: _____

Location(s): _____

Supervisor/Trainer

At a minimum, biological safety training for personnel working in BSL-2/BSL-3/diagnostic laboratory environments includes the following 3 actions. Please fill in the completion date for each of these actions and maintain this completed form with your training records for personnel. **Please note that all training requirements must be completed and filed within 7 days of person's start date. Annual refreshers will be required.**

Training Action	Date of Completion
EHS Biosafety Principles for Animal Users	
Complete reading of laboratory protocols	
Complete lab-specific checklist of biosafety considerations (see below)	

Section-Specific Training Checklist

Supervisors please review the following items with the necropsy and/or lab personnel. **Remember: the purpose of this training is to ensure proper work techniques, safe and effective equipment use, and a workplace where laboratory-acquired infection and contamination concerns are minimized.**

Specific Work Practices

_____ Discussion of procedures that involve handling of biological materials (i.e., diagnostic specimens, tissues, cultures) and how to perform such tasks in a manner that reduces risk of exposure and environmental release.

Personal Protective Equipment (PPE) (gloves, eye protection, etc.)

_____ Explanation of what kinds of PPE are required for specific tasks;

_____ How to use the PPE, where it's located and how to get more;

_____ Maintenance of reusable PPE (cleaning, storage and inspection).

Equipment (Primary Barriers)

_____ Location and operation of eyewash facilities;

_____ Proper use of biosafety cabinets, autoclaves, centrifuges, automatic sampling devices, microtomes and any other equipment that is used for the processing, containment and analysis of biological materials and wastes.

Biohazardous Waste Handling

_____ Discussion and clarification of which wastes generated in the work area are biohazardous and how those items are to be segregated, stored, transported, treated and disposed of;

_____ Review of procedures for on-site treatment methods (i.e. proper use of autoclave for waste decontamination purposes).

Disinfection/ Spill Response/Exposure Incident Response

_____ Review of work area's procedure for disinfection including explanation of product hazards, preparation, limitations and shelf-life;

_____ Review of spill response procedures including location of the biohazard spill kit/supplies and how to use them;

_____ Review of the Biological Exposure Incident Response procedure.

Verification of Training

I certify that the site-specific training items were reviewed and understood as required by the Laboratory and/or Biological Safety Protocols and MSU Biosafety Manual.

Supervisor/Trainer Signature - Date

Employee Signature - Date