

# Biological Safety Site-Specific Training Record

Name:

Start Date:

Farm Manger/Supervisor:

At a minimum, biological safety training for lab personnel working in BSL-2 & BSL-3 lab 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 within 30 days of a lab person's start date.

Training Action	Date of Completion
EHS/ORCBS Biosafety Principles for Animal Users Training (to be completed annually)	
Complete site-specific checklist of biosafety considerations (see below)	

## Site-Specific Training Checklist

Please review the following items with the incoming person. Remember: the purpose of this training is to ensure proper work techniques, safe and effective equipment use, and a workplace where occupationally-acquired infection and contamination concerns are minimized.

### Specific Work Practices

\_\_\_\_\_ Discussion of procedures that involve handling of biological materials (i.e., animal waste products, diagnostic specimens, tissues) 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 and handwash facilities;

\_\_\_\_\_ Proper use of restraint devices and techniques, safer needle devices, automatic sampling devices, and any other equipment that is used for obtaining, 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 clarification of procedures for animal material spill versus human blood spill;

\_\_\_\_\_ Review of the Exposure Incident/Injury Response procedure.

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## Verification of Training

I certify that the site-specific training items were reviewed and understood as required by the MSU Biosafety Manual.

\_\_\_\_\_  
Farm Manager/Trainer Signature - Date

\_\_\_\_\_  
Employee Signature - Date