UWM Biological Safety Training Record

**Name:** Click or tap here to enter text.

**Start Date:** Click or tap here to enter text.

**Primary Investigator:** Click or tap here to enter text.

It is required of all laboratory personnel handling biological agents to complete the appropriate safety training prior to commencing research. Biological Safety Training is required every three years in a face-to-face format. Additional training may be required dependent upon the nature of the research. Please fill in the completion date for each of the required 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 personnel beginning work in the laboratory.

|  |  |  |
| --- | --- | --- |
| Training Action | Date Completed | Not Applicable |
| Biological Safety Training | Click or tap to enter a date. |  |
| NIH Guidelines for Research Involving Recombinant DNA and Synthetic Nucleic Acid Molecules Training | Click or tap to enter a date. |  |
| Bloodborne Pathogens Training | Click or tap to enter a date. |  |
| Biosafety and Biosecurity In Teaching Laboratories | Click or tap to enter a date. |  |
| Biological Material Shipping and Transport | Click or tap to enter a date. |  |
| Viral Vector Training | Click or tap to enter a date. |  |
| Site-Specific Laboratory Biosafety Manual- Read and Understand Requirements | Click or tap to enter a date. |  |
| Other: Click or tap here to enter text. |  |  |
| Other: Click or tap here to enter text. |  |  |

# Site-Specific Training Checklist

Every year, review the following with laboratory personnel. They are required to complete all training and to periodically review the laboratory biosafety manual. Good laboratory practices will be evaluated in annual biosafety inspections as part of the inspection.

# Good Lab Practice

Discuss each procedure and how to properly use the equipment involved in the procedure in a manner that minimizes the risk of aerosol generation, accidental release, and accidental exposure.

Maintain written procedures in a laboratory-specific biosafety manual for researchers to review and refer to in the lab facility.

Identify the types of PPE available in the lab facility, what types of PPE are appropriate for each procedure, how to store PPE, how to obtain more PPE, and how to maintain PPE.

Identify the location of all of the safety equipment in the laboratory, and explain how to use it to personnel. Keep record of safety equipment in the laboratory biosafety manual.

Explain the proper use of all equipment used for processing, containment and analyzing biological materials. These include:

Biosafety Cabinet

Centrifuge

Microtome

Flow Cytometry

Other means of cell sorting/ counting

Automated sampling devices

Incubators

Vacuum/ suction systems

Autoclaves

Explain how biohazardous waste is stored, transported, decontaminated and disposed of according to local, state, and federal regulations.

Discuss means for decontaminating work spaces and cleaning up spills. Written procedures should be included in the laboratory biosafety manual.

Explain the procedure for biological exposure and how to report to the PI and the biological safety program.

**Verification of Training:**

I certify that the site-specific training items were reviews and understood.

Principle Investigator Signature/Date Employee Signature – Date

**This copy should be placed in the laboratory biosafety manual and available upon request to the biosafety officer.**