

Institutional Biosafety Committee

TRAINING PROCEDURES

APPROVED MAY 2019

Authority

Authority for the Institutional Biosafety Committee (IBC) and its scope, purview, policies, and procedure is described in the [IBC Charter & Bylaws document](#).

Introduction

To protect the campus community, the IBC is tasked with evaluating research, teaching and diagnostic testing involving biological hazards and monitoring safety and compliance. Biosafety training represents one of the most important elements in this task and in the implementation of an effective biosafety program. The descriptions and frequencies of biosafety training are listed below. All listed trainings may be offered in-person or electronically at the discretion of the IBC and/or Biosafety Officer and supporting staff (hereafter, BSO).

Programmatic Training: Initial

Faculty, staff, students, volunteers, and visitors are required to complete initial biosafety training prior to working in labs or facilities that are registered with the IBC, diagnostic labs handling microorganisms, or federally permitted labs with biosafety containment criteria; or if they are leading/supervising teaching labs that meet the criteria of the [Biosafety Framework for Teaching Labs](#). Initial training covers applicable U.S. Federal, state, or local standards or guidelines (including tenets of the *NIH Guidelines* covering recombinant/synthetic nucleic acid research and the OSHA Bloodborne Pathogens Standard), stakeholder responsibilities, and biosafety principles, including: risk assessment; containment/biosafety levels; laboratory/facility safety practices; engineering controls; hazard communication; personal protective equipment; and biohazardous waste management. Records of initial training are managed by the BSO.

Programmatic Training: Refresher

Refresher training is required for anyone for whom the initial training is required. Refresher training may cover any combination of regulatory/guidelines changes, laboratory inspection findings, safety/best practices reminders, and/or lessons-learned. Records of refresher training are managed by the BSO.



Lab-Specific Training

Staff, students, volunteers, and visitors are required to complete lab (site)-specific training upon lab initiation/orientation and whenever significant changes occur to procedures, practices, or equipment in the lab. Training includes coverage of lab-specific biological hazards, equipment & infrastructure, emergency procedures, and location of biosafety-related documents (biosafety manual, bloodborne pathogens exposure control plan, standard operating procedures, etc.). Moving labs to new locations is considered a significant change. This process along with its documentation are managed by lab leadership and reviewed by the BSO during the audit process.

Regulated Medical Waste Training

Medical waste training is required for anyone packaging regulated medical wastes (UN3291) and signing manifests for the waste contractor to transport off-site. Training will be in accordance with 49 CFR, Parts 171-180 (US DOT). Renewal of the training is required every three years. Records of regulated medical waste training are managed by the BSO.

Dangerous Goods Shipping Training (Biohazards & Dry Ice)

Exempt biological; UN3373, category B biological substances; and/or dry ice (UN1845) shipping training is required for anyone offering these materials for commercial transport. Training will be in accordance with 49 CFR, Parts 171-180 (US DOT) and the International Air Transport Association (IATA) Dangerous Goods Regulations. Renewal of training is required every two years. Records of dangerous goods shipping training are managed by the BSO.

Shipping UN2814, category A infectious substances affecting humans and/or UN2900, category A infectious substances affecting animals, must be facilitated by BSO.

IBC Member Training

Prior to service, all UTK IBC members will receive training covering the *NIH Guidelines* and other germane U.S. Federal, state, and local regulations and guidelines, including: NIH review categories, risk assessment, risk groups, biosafety levels, prudent safety practices, and stakeholder roles/responsibilities. Refresher or topical training will be provided at least annually. Records of IBC member training are managed by the BSO.

Other Training

The IBC and/or BSO may offer or require other training at discretion. Examples include regulatory reviews, agent- or procedure-specific training, and equipment training. Training records are managed by the BSO and/or lab leadership as necessary.

