

# Institutional Biosafety Committee

## TRAINING PROCEDURES

APPROVED SEPTEMBER 2022

### Authority

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

### Introduction

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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 (BSO) and supporting staff. Unless otherwise noted, lab leadership is responsible for the management of biosafety training records. Records may also be maintained by the BSO at the discretion of the IBC.

### Programmatic Training: Initial

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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 use biohazards. 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.

### Programmatic Training: Refresher

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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.



## Lab-Specific Training

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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 are considered a significant change. This process, along with its documentation, is managed by lab leadership and reviewed by the BSO during the audit process.

## Regulated Medical Waste Training

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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.

## Dangerous Goods Shipping Training (Biohazards & Dry Ice)

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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.

Shipping UN2814, category A infectious substances affecting humans, and/or UN2900, category A infectious substances affecting animals, must be facilitated by the BSO or other campus-designated DOT/IATA shipper.

## IBC Member Training

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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

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The IBC and/or BSO may offer or require other training at their discretion. Examples include regulatory reviews, agent- or procedure-specific training, and equipment training. Training events (topic, date, location, etc.) will be documented by the BSO.

