**Official A/BSL-3 Training Completion Record**

**Form C**

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| --- | --- | --- | --- | --- | --- |
| Trainee Name: |  | | PI: |  | |
| Mentor Name: |  | | Total Number of hours of hands-on Training: | |  |
| List of RG3 Agents: | |  | | | |
| List of Species: | |  | | | |
| List of Procedures: | |  | | | |

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| **Prerequisites (as Applicable) to Proposed Research Activities** | | | **Trainer initials** | **Date** |
| **On-line Requirements** |  |  |
| 1. CITI Biosafety Level 2 Course and OSHA BBP Training |  |  |
| 2. CITI Animal Biosafety Course |  |  |
| 3. UVM Specific Laboratory Safety Training |  |  |
| 4. Review UVM A/BSL-3 Biosafety Manual (interim version) |  |  |
| 5. Submit medical questionnaire for respirator use |  |  |
| Action: Once 1-5 are complete, PI sends notification email to UVM BSO to schedule in-person requirements. | | |
| **In-Person Requirements** |  |  |
| 6. A/BSL-2 Training Course |  |  |
| 7. A/BSL-3 Introductory Training |  |  |
| 8. PPE Review & Respirator Training |  |  |
| 9. Review A/BSL-3 SOPs and work practices |  |  |
| 10. Standard bio-methods course with OACM |  |  |
| 11. Animal handling training with OACM |  |  |
| 12. Demonstrate animal procedures proficiency at A/BSL-2 |  |  |
| Action: Once 6-12 are complete, 1) PI signs A, 2)PI obtains OACM signature on B (as applicable), 3) PI notifies VDHL BSO to obtain badge and schedule initial tour (combined with #13) | | |
| **A/BSL-3 Orientation and Mentored Training** | | |  |  |
| 13. Complete A/BSL-3 Orientation/Training with UVM BSO | |  |  |
| 1. Entry 1 (Donning/Doffing and Entry/Exit) | |  |  |
| 1. Entry 2 (Biological Spill and Emergency Responses) | |  |  |
| 1. Entry 3 (SOPs and Specific Work Practices) | |  |  |
| 1. Select Research Track(s) – In~vitro vs In~vivo | |  |  |
| Action: PI requests that UVM BSO sign D once 13 is complete | | | |
| 14. Complete A/BSL3 Mentored Training Program | |  |  |
| 1. Practice A/BSL-3 procedures at BSL-2 | |  |  |
| 1. Proficiency assessment of BSC usage/microbiological methods | |  |  |
| 1. Practice A/BSL-3 procedures at BSL-3 | |  |  |
| d) Proficiency assessment of A/BSL-3 work practices | |  |  |
| Action: PI requests mentor sign D once 14 is complete | | | |
| **VDHL Requirements** | | |  |  |
| 15. Read BSL-3 Biosafety Plan | |  |  |
| 16. Review Facility Safety Equipment and Alarms | |  |  |
| 17. Review of Facility Entry & Exit Procedures | |  |  |
| 18. Emergency Action Training, Person Down Response – VDHL Facility Tour 1 (in concert with step 13) and Tour 2 (final step) | |  |  |
| Action: PI provides completed training documentation checklist to UVM BSO and VDHL BSO for final sign off. | | | |

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| A. PI Confirms that BSL-2 Basic Training Completed and A/BSL-3 SOPs Reviewed | | | |
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| PI Signature | Date |
| B. A/BSL-2 Handling/Methods Completed and A/BSL-3 Work Approved | | | |
|  |  |
| OACM Personnel | Date |
| C. Completed Initial VDHL/CRF Tour | | | |
|  |  |
| VDHL Biosafety Officer | Date |
| D. Completed Biosafety Review and Orientation Training | | | |
|  |  |
| UVM Biosafety Officer | Date |
| E. Mentor Agrees Individual is Competent | | | |
|  |  |
| Mentor | Date |
| F. Final Approval for Full A/BSL-3 Access | | | |
|  |  |
| UVM Biosafety Officer and VDHL Biosafety Officer | Date |
|  |  |
| VDHL Biosafety Officer | Date |
|  |  |