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| **University of Vermont****Training Record for New A/BSL-3 Users** |
| **Trainee Name:** |  |  |  |
| **Position:** |  | **Department:** |  |
| **PI/Supervisor:** |  | **BSL-3 Mentor:** |  |
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| **Checklist** |  |  |  |
| **Pre-Approvals and Environmental Health & Safety (EH&S)** | **Trainer or Training Doc/Dept** | **Trainer****Initials or Verified By** | **Date****Completed** |
| 1. CITI Specific Trainings (online):
* CITI BSL-2 Basic Course
* CITI OSHA Bloodborne Pathogens
* CITI Select Agents/DURC
 |  |  |  |
| 1. A/BSL-2 Training Course (in person)
 |  |  |  |
| 1. UVM Specific Laboratory Safety Training

**Online:*** Laboratory Safety Roles and Responsibilities
* Laboratory Ventilation and Chemical Fume Hoods
* Chemical Safety in the Laboratory
* Chemical Waste Disposal
* Biowaste Management Procedures
* Safe Use of Biosafety Cabinets

**In Person:*** Keeping Your Lab Safe
* Emergency Response for Laboratory Workers
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| 1. Review of:
* A/BSL-3 Researcher Experience Form &
* UVM Biosafety Plan for A/BSL-3 & S.A. or Toxins
* UVM Security Plan for A/BSL-3 & S.A. or Toxins
* UVM Incident Response Plan for A/BSL-3 & S.A. or Toxins
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| **EH&S and Occupational Health** |  |  |  |
| 1. Fill out, submit the medical questionnaire for respirator users, and obtain medical clearance
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| 1. A/BSL-3 Introductory Training (in person)
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| 1. Review of:
* PPE and Respirator Training
* Non-Disposable, Air-Purifying Respirator Training (online)
 |  |  |  |
| 1. Review A/BSL-3 SOPs and work practices
 |  |  |  |
| **ABSL-3 Only Requirements for OACM** **Not Required if not Working with Animals** |  |  |  |
| 1. CITI Animal Biosafety Course (online)
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| 1. Standard bio-methods course with OACM vet staff
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| 1. Animal handling training with OACM vet staff
 |  |  |  |
| 1. Demonstrate proficiency with animal procedures at ABSL-2 level
 |  |  |  |
| **A/BSL-3 Orientation and Mentored Training** |  |  |  |
| 1. Complete A/BSL-3 Orientation Training
 |  |  |  |
| * 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 - General Laboratory or Animal
 |  |  |  |
| 1. Complete A/BSL3 Mentored Training Program
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| * 1. Practice A/BSL-3 procedures at BSL-2 (hours vary)
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| * 1. Proficiency assessment of BSC usage/microbiological methods
 |  |  |  |
| * 1. Practice A/BSL-3 procedures at BSL-3 (15-60 hours)
 |  |  |  |
| * 1. Proficiency assessment of A/BSL-3 work practices
 |  |  |  |
| **VDHL Requirements** |  |  |  |
| 1. Read BSL-3 Biosafety Manual:
* D-AD-019 Rev 7 Dec 2022 - ABSL-3/BSL-3 and Select Agents or Toxins Management Procedure
* P-MIC-065 Rev 17 Dec 2022 - ABSL-3/BSL-3 and Select Agent or Toxin Biosafety Plan
* P-MIC-075 Rev 17 Dec 2022 - ABSL-3/BSL-3 and Select Agent Security Plan
* D-MIC-001 Rev 15 Dec 2022 - ABLS-3/BSL-3 and Select Agent Incident Response Plan
* D-AD-017 Rev 5 Dec 9 2022 Guidelines for Medical Surveillance of Laboratory Personnel Working with Potential BSL-3 Agents
* P-MIC-049 Rev 1 May 2022 Containment and Decontamination of Spilled Biological Materials in the ABSL-3/BSL-3 Suite
* Micro 1034 Rev 5 Dec 2017 Required Procedures for Entering Exiting ABSL-3/BSL-3 Labs
* D-AD-016 Annex A Rev 4 April 12 2022 Evacuation and Emergency Response Plan
* D-AD-016 Annex F Visitors Policy
* D-AD-016 Annex G Rev 3 June 2016 Eating Drinking Policy
* D-AD-016 Annex I Rev 1 June 2019 Personal Electronic Devices Policy
* Select Agent List: <https://www.selectagents.gov/sat/list.htm>

Stericycle Biowaste Management (may be needed at a later time)* Biohazardous Waste Training
* DOT Training

**BSL-3 Autoclave Training - Only if authorized by Joyce** | D-AD-019P-MIC-065P-MIC-075D-MIC-001D-AC-017P-MIC-049Micro 1034D-AD-016 Annex AD-AD-016 Annex FD-AD-016 Annex GD-AD-016 Annex IFSAP Select Agent  |  |  |
| 1. Review of Facility Safety Equipment and Alarms
 |  |  |  |
| 1. Review of Facility Entry & Exit Procedures
 |  |  |  |
| 1. Emergency Action Training, Person Down Response -

VDHL Facility Tour 1 (in concert with step 13) and A/BSL-3 Facility Tour 2 (final step) |  |  |  |

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| 1. **BSL-2 Basic Training Completed and A/BSL-3 SOPs Reviewed**
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| PI Signature | Date |
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| 1. **ABSL-2 Handling/Methods Completed and ABSL-3 Work Approval**
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| OACM Personnel | Date |
| 1. **Completed Initial VDHL/CRF Tour**
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|  |  |
| VDHL Biosafety Officer | Date |
| 1. **Completed Biosafety Review and Orientation Training**
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|   |  |
| UVM Biosafety Officer | Date |
| 1. **Reviewed all SOPs and Completed Mentored Training**
 |  |
|  |  |
| Trainee | Date |

**INSTRUCTIONS: GREEN** numbers 1-4 must be completed first prior to contacting UVM Biosafety for further training. **YELLOW** numbers 5-8 (plus 9-12 for ABSL3 users) can be completed in any order. All **GREEN** and **YELLOW** numbers PLUS notifying the VDH biosafety office to receive badge and initial tour MUST be completed before beginning **RED** numbers 13 & 14. All **BLUE** VDH requirements occur once UVM training is completed to receive unrestricted building access.



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| 1. **FINAL APPROVAL FOR FULL A/BSL3 ACCESS**
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| UVM Biosafety Officer and VDHL Biosafety Officer | Date |