**Lab Safety Training Documentation**

Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lab Location (building/room): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Biosafety Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **General Lab Practices** | **Applicable** | **N/A** |
| Laboratory doors must remain closed to maintain security and ventilation controls. Doors must remain locked when the lab is unoccupied. |  |  |
| Doors must remain locked with restricted access when BSL2 agents are in use. |  |  |
| Personnel must wash their hands after working with potentially hazardous materials and before leaving the laboratory. |  |  |
| Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption is not permitted in the laboratory. |  |  |
| Work benches must be maintained as organized and clutter-free as practical. |  |  |
| Red biohazard signs are posted on the door of the laboratory and on equipment used for potentially infectious materials. |  |  |
| Laboratory personnel are advised of the potential hazards in the lab, such as infectious agents that are used or stored in the area. |  |  |
| Laboratory personnel are provided with medical surveillance, as appropriate, and are offered immunizations for potentially infectious agents (ex Hepatitis B), as available. |  |  |
| Laboratory personnel working in a BSL2 lab are required to read WCU’s Biological Safety Manual. |  |  |
| Incidents that may result in exposure to hazardous or infectious materials must be immediately evaluated. All such incidents, even those that seem minor, must be reported to the laboratory supervisor. |  |  |
| Animals and plants not associated with work being performed are not permitted in the laboratory. |  |  |
| Protective laboratory coats, gowns, smocks, or uniforms designated for laboratory use must be worn while working with BSL2 agents. Lab coats must remain in the lab and are not to be taken home. |  |  |
| Safety eyewear and face protection must be used for anticipated splashes or sprays of infectious or other hazardous materials. Shared eye protection is decontaminated between use to prevent disease transmission between users. |  |  |
| Gloves must be worn to protect hands from exposure to hazardous materials. |  |  |
| Lab personnel must wear appropriate attire, to include closed-toed shoes and clothing to minimize exposed skin. Long hair should be tied back. |  |  |
| **Standard Microbiological Practices** | **Applicable** | **N/A** |
| Lab personnel receive hands-on training with standard microbiological techniques (aseptic methods) and safe procedures to prevent exposure to hazardous materials. Personnel must demonstrate proficiency in standard microbiological practices before working with infectious agents. |  |  |
| Mouth pipetting is prohibited; mechanical pipetting devices must be used. |  |  |
| Procedures are performed carefully to minimize the creation of splashes or aerosols. |  |  |
| Decontaminate work surfaces after completion of work and after any spill or splash of potentially infectious material. An appropriate disinfectant, such as 70% ethanol, freshly prepared (within 24 hours) 10% bleach, or other EPA approved disinfectant, must be used. |  |  |
| Potentially infectious materials must be placed in a durable, leak-proof container during collection, handling, processing, or transport within the facility. Use racks for tubes and plates, and secondary trays for containers of liquids. |  |  |
| Procedures involving infectious materials that may generate aerosols must be conducted within a Biological Safety Cabinet (BSC). |  |  |
| **Waste Disposal Practices** | **Applicable** | **N/A** |
| Decontaminate all cultures, stocks, and other potentially infectious materials before disposal. |  |  |
| Personnel assigned to use the autoclave will receive detailed training for the safe operation, and an autoclave SOP will be documented. |  |  |
| Contaminated sharps, such as needles, scalpels, & slides must be disposed of in a biohazard sharps container. Pipettes must be disposed of in a pipette sharps container (cardboard box lined with an autoclave biohazard bag). |  |  |
| Non-contaminated sharps are disposed of in a glass-disposal box or other non-hazardous sharps container. |  |  |
| Hazardous liquid and solid wastes will be collected following WCU’s lab waste management program. |  |  |
| **Emergency Preparedness** | **Applicable** | **N/A** |
| All incidents or unsafe work practices must be reported to the laboratory supervisor. |  |  |
| Chemical or biological spills must be reported to the laboratory supervisor. If safe to do so, the spill must be cleaned up immediately using an appropriate decontaminant, neutralizer, and absorbent following safe cleanup procedures. |  |  |
| Large spills, or small spills of infectious agents, rDNA materials, or highly hazardous chemicals, must be reported to the Safety and Risk Management Office. |  |  |
| Lab personnel must read the Lab Specific Chemical Hygiene Plan and be familiar with the emergency procedures for the laboratory. They must know the location of safety equipment such as first aid, safety eyewash/shower, chemical/biological spill kit, and emergency contact information. |  |  |

By signing this document, I attest that I have read the applicable documents (Biosafety Manual, Chemical Hygiene Plan, SOPs, etc.) and I will follow all laboratory rules and procedures for the safe handling of biological materials.

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| **Print Name**  **(First & Last)** | **Signature** | **WCU Affiliate**  **(92#)** | **Date** |
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