

TITLE:	IBC06-Biosafety Training Program
OVERVIEW:	General biosafety training is required by all individuals conducting research involving biohazardous materials. The <i>NIH Guidelines</i> state that training is the responsibility of the Institution, "to ensure appropriate training forprincipal investigators and laboratory staff regarding safety and implementation of the <i>NIH Guidelines</i> " (Section IV-B-1-h).
APPLIES TO:	The primary investigator and all individuals handling biohazardous agents (includes researchers, students, and other support staff).
DEFINITIONS:	<i>Biohazardous materials</i> - defined as materials of biological origin that have the capacity to produce deleterious effects on humans or animals including: recombinant DNA molecules, micro-organisms containing recombinant DNA molecules, micro-organisms classified as risk group 1 (RG-1), RG-2, RG-3, or RG-4, biological products derived from RG-1, RG-2, RG-3, or RG-4 microorganisms, diagnostic specimens known or reasonably expected to contain pathogens in RG-1, RG-2, RG-3, or RG-4, clinical/medical waste derived from the medical treatment of humans or animals or from biomedical research
PROCEDURES:	<p>Three training programs are available. The training is dependent on the type of biohazardous agent used.</p> <p>Module 1 General Biosafety Training</p> <p>Module 1A General Biosafety Overview</p> <p>Module 1 B General Biosafety BSL-1 and BSL-2</p> <p>Module 1 C General Biosafety Safety Equipment</p> <p>Module 1 D General Biosafety Decontamination</p> <p>(This module is required for the primary investigator and all individuals using biohazardous agents.)</p> <p>Module 2 BSL-3 Containment Laboratory</p> <p>(This module is required for individuals using BSL-3 containment.)</p> <p>Module 3 Select Agents and Security Training</p> <p>(This module is required for all individuals using and possessing select agents or toxins. See additional requirements in the Internal Operating Procedure entitled, "Select Agents - Training Requirements".)</p>

	<p>For individuals who have an UNMC Lotus Notes Account, these training modules can be accessed through Blackboard at my.unmc.edu. For those who do not have an account, instructions will be included with the notification letter of how to obtain an account to access the training.</p> <p>The training requirement is initially assigned when an individual is included on an IBC protocol in the tracking database.</p> <p>Individuals requesting biosafety training who are not included on a specific IBC protocol can be assigned to one of the generic agent/level specific training protocols by contacting the Biosafety Officer.</p> <p>Following completion of the training session, a test is accessed that will record participation in the training and generate a grade to determine competency following the training. Individuals must score 80% or better to receive credit for completion of training.</p> <p>Individuals who do not achieve a passing score should review the training slides. Prior to retaking the test, they must contact the Biosafety Officer to reactivate the testing program.</p>
<p>RECORD KEEPING:</p>	<p>All biosafety training is monitored through the "Research Administration" software database.</p> <p>For individuals currently participating in an "active" IBC protocol, the training will be linked with the expiration date of the protocol.</p> <p>Notification for training will be done electronically as follows:</p> <ol style="list-style-type: none"> 1) A "First Notice" e-mail will be sent to individuals requiring training following receipt of a new IBC protocol or at 15 days prior to expiration for renewal training. 2) A "Second Notice" e-mail will be sent 7 days after the first notice if the training has not been successfully completed. 3) A "Final Notice" e-mail will be sent 30 days after the first notice if the training has not been successfully completed. <p>Individuals associated with BL1/ABL1 or BL2/ABL2 studies must complete the training update every 3 years. Individuals associated with BL3/ABL3 or any Select Agent protocol must complete annual training.</p> <p>Individuals failing to complete the required initial or renewal training</p>

	<p>program within 30 days of the first notice may result in an associated IBC protocol becoming "approval expired" until such time as all participating personnel have documented successful completion of annual training.</p> <p>Individuals who cannot complete the training within 30 days of the first notice can request an extension by contacting the Regulatory Affairs Office at 9-6463 and requesting to speak with the IBC Administer.</p> <p>For a new IBC application or for an application undergoing re-review, approval of the application will only be granted after all participants have been documented as receiving and passing the biosafety training.</p>
OTHER INFORMATION:	<p>Individuals listed on multiple protocols will only require training to fulfill the annual or triennial requirement.</p> <p>Although the primary investigator may not physically handle the biohazardous agent, the PI is still required to complete the training since during the conduct of the research this individual is responsible to ensure that:</p> <ol style="list-style-type: none"> 1] the required safety practices and techniques are employed by the lab staff [<i>NIH Guidelines</i>, Section IV-B-7-e-(1)], 2] any significant problems pertaining to the operation and implementation of containment practices and procedures are reported to the IBC or BO [Section IB-B-7-e-(2), 3] work errors and conditions that may result in the release of (biohazardous) materials are corrected [Section IV-B-7-e-(3)], and 4] the integrity of the physical containment and the biological containment are sufficient[Section IV-B-7-e-(4)].
REFERENCES:	NIH Guidelines, November 2013
STATUS:	Updated: March 24, 2015