

University of Nebraska Medical Center  
 Biosafety Policies and Procedures

<b>TITLE:</b>	<b>Visiting Scientist and Student for Access to Participate in Laboratory Activities Using Biohazardous Agents [SOP#UNMC-IBC036]</b>
<b>OVERVIEW:</b>	Scientists from other laboratories who are not employees of the UNMC system (UNMC or the NMC) or students (whether UNMC or other institution) frequently participate in training or collaborative activities in research laboratories on the UNMC campus. This policy gives guidance on the requirements necessary before these individuals are approved to work in the BSL-2 and BSL-3 research laboratories.
<b>APPLIES TO:</b>	Includes all non-affiliated scientists or students (whether enrolled at UNMC or not) who work with biohazardous agents in the research laboratory. This policy does not pertain to students who participate in a scheduled laboratory session as a part of an organized class.
<b>DEFINITION(S):</b>	<p><i>Visiting scientist</i> - any scientist who is not an employee of the UNMC system and who is participating in research activities in research laboratories on the UNMC campus.</p> <p><i>Visiting student</i> - any student whether enrolled at UNMC or with some other University/College system who wants to participate in training or in short-term employment that involves research activities using biohazardous agents in laboratories on the UNMC campus.</p>
<b>PROCEDURES:</b>	<p>All visiting scientists or students must be sponsored by a UNMC-employed primary investigator.</p> <p>It is the responsibility of the PI in whose laboratory the individual wants to participate to make sure the following has been completed:</p> <ol style="list-style-type: none"> <li>1. Appropriate training to include Bloodborne Pathogens, General Biosafety, and any specialized training as describe in the IBC protocol for which the person is engaged.</li> <li>2. Access allowance All appreciable procedures have been completed before keys, entrance codes, proximity cards, etc. have been issued.</li> <li>3. Inclusion on an active IBC protocol Include as a participating person on the appropriate active IBC protocol (need to amend a current protocol by contacting either the IBC chair or the Biosafety Officer).</li> <li>4. Medical evaluation Where necessary may include documentation for vaccinations,</li> </ol>

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	<p>respiratory fit testing, and/or other processes before access is granted.</p> <p><b>Additional requirements for BSL-3 laboratory access</b> Refer to policy #IBC29, Personnel Access for Biosafety Level 3 Containment Laboratory, for guidance to access BSL-3 containment labs.</p> <p><b>Additional requirements for access to labs using select agents</b> Contact the Biosafety Officer for direction on how to gain access to these areas. Be advised that authorization for access may take 4 months or longer to be completed.</p>
<b>RECORD KEEPING:</b>	The primary investigator is responsible to keep training records on file for individuals working under their active IBC protocol.
<b>OTHER INFORMATION:</b>	<p>The policy pertains to only those laboratories where work is conducted within a BSL-2 or BSL-3 research laboratory.</p> <p>The policy does not supersede rules as outlined in University protocols pertaining to visitors and students on campus.</p> <p>For short term experience in the laboratory, refer to the job shadowing procedures as outline in UNMC Policy No. 6045, Confidentiality and Information Security</p>
<b>REFERENCES:</b>	
<b>STATUS:</b>	<p>Drafted: August 30, 2008</p> <p>Approved: December 12, 2008</p>