

Institutional Biosafety Committee (IBC) Policy for Compulsory Biosafety Training

1.0 Purpose: The purpose of this University of Wisconsin-Madison Institutional Biosafety Committee (IBC) policy is to ensure that all personnel working with biohazardous materials and/or recombinant or synthetic nucleic acid have satisfactorily completed compulsory biosafety training.

2.0 Policy: All personnel listed on a biosafety protocol must take and pass specific biosafety training modules. The training will be presented by the Office of Biological Safety (OBS) in a format that is accessible to trainees. Currently, the required trainings are presented as one course titled “Biosafety Required Training”, which is offered online through UW-Madison at **Learn@UW**.

Personnel who are listed as “Administrator (does not perform lab work)” will be exempted from this training requirement. Personnel who are listed on protocols containing only human blood, blood components, or other potentially infectious materials (OPIM) that require a Bloodborne Pathogen (BBP) Exposure Plan may be granted an exemption from the course “Biosafety Required Training” on a case-by-case basis. An example of a situation when an exemption would be considered is the collection of human samples to be sent out for analysis without prior processing. An exemption from the “Biosafety Required Training” does not exempt personnel from annual training required by the Bloodborne Pathogen Exposure Program.

Principal Investigators (PIs) are responsible for verifying that all current personnel are listed on the biosafety protocol and new members are added as soon as possible. All personnel listed in the biosafety protocol must complete training prior to beginning research in the laboratory. For information on how to obtain training records, please see the OBS training website www.ehs.wisc.edu/biosafetytraining.htm and click on the “Records” tab.

Active biosafety protocols may be suspended and new/renewal/amendment applications may not be processed, or may not be approved, if the PI and all listed personnel have not satisfied all training requirements.

To enhance the safety knowledge of personnel, the UW-Madison IBC requires that the “Biosafety Required Training” be retaken every five years by all personnel listed on a biosafety protocol.

The required training course topics will include, but are not limited to, the following information:

- Introduction to risk assessment and mitigation (e.g. risk groups, biological safety levels, etc.)
- Personal protective equipment
- Biohazardous waste disposal
- Decontamination and sterilization

- Sharps handling
- Use of biosafety cabinets and other engineering controls
- Hazard communication
- Mixed hazard safety (including biological, chemical, and physical)
- Emergency response (including spill and exposure procedures)
- *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* and research oversight
- *Biosafety in Microbiological and Biomedical Laboratories (BMBL)* recommended practices
- Other topics as deemed useful and/or necessary by the IBC and OBS

3.0 Roles and Responsibilities: Principal Investigators are responsible for verifying that all laboratory personnel listed on their biosafety protocols have completed the training modules as required by the UW-Madison IBC under this policy, and for keeping training records for laboratory personnel.

4.0 Definitions:

- **Bloodborne pathogens (BBP):** Pathogenic microorganisms that are found in blood and other bodily fluids that can cause disease in humans including, but not limited to, hepatitis B and human immunodeficiency virus.
- **Other potentially infectious materials (OPIM):** For the purposes of this policy OPIM include the following: (1) Human bodily fluids including cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids, semen, vaginal secretions, saliva from dental procedures, any bodily fluid visibly contaminated with blood, and all body fluids in situations when it is difficult or impossible to differentiate between body fluids; (2) any unfixed tissue or organ from a human, living or dead; and (3) human cell lines, including established cell lines and stem cells.

5.0 Related Documents/Resources

- The UW-Madison Researchers' Biosafety Manual, UW-Madison, Office of Biological Safety, current version.
- Bloodborne Pathogen Exposure Program, Office of Biological Safety, current version.
- U.S. Department of Health and Human Services, National Institutes of Health (NIH) - NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules, current version.
- U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH) - Biosafety in Microbiological and Biomedical Laboratories (BMBL), current version.

6.0 Document Revision:

Revision History		
Revision Number	Revision Date	Description of Revision
1	IBC approved changes 01/04/17; document finalized 04/20/2017	Updated IBC Chair; reorganized sections; updated policy to reflect changes in required biosafety training
2	IBC approved changes 11/7/18	Updated training requirements; reorganized sections; added definitions; added reference

Original signed & dated Policies are retained by the Office of Biological Safety

Signature	Date
Kristen Bernard, IBC Chair	11/07/2018