



## **STANDARD OPERATING PROCEDURE**

### **Training/Required Documentations to Gain Access to Biological Safety Level 2 (BSL-2) Laboratories Working with Human Derived Materials**

#### **Scope**

The scope of this standard operating procedure (SOP) is to streamline how the University of Texas at Arlington (UTA) Principal Investigator (PI) and/or Laboratory Supervisor can get laboratory personnel ready to work in Biological Safety Level 2 (BSL-2) laboratory areas where human blood/other potentially infectious materials (OPIM)/tissue/cells/cell lines are stored/worked with. Training sets a solid foundation for good biological safety practices. Environmental Health and Safety (EH&S) Biological Safety Program offers training in the following areas: BSL-2 special practices, bloodborne pathogens, vaccinia virus safety, biosafety issues for Laboratory Teaching Assistants, and biohazardous waste management by autoclaving. EH&S Biological Safety Program offers safety manuals, SOPs, and other guidance documents for laboratory users to improve safe work practices in all UTA biological laboratories.

#### **Responsibilities**

It is the responsibility of the PI to directly inform the future faculty/staff/students/visitors/volunteers or work with their Administrative Assistant(s) to get the information in this SOP to the future laboratory members. It is important that all needed trainings and required documentations are included into **ONE** email and sent to [ehsafety@uta.edu](mailto:ehsafety@uta.edu). After receiving this email, completion of requirements will be confirmed, and access requested to the appropriate laboratory area(s).

#### **Training**

##### On-Line Training

Please go to the following link: <https://cems.uta.edu/CEMS/Login>.

- From the link you can log in to the site using the “Login with my UTA Account” function at the top of the page.

- After you have logged in, you are able to see the “Training” section on the bottom of the page, click on that. This will open another section at the bottom of the page.
- From there select “view available courses” which will open a new page.
- Click the “start online training” button on the left side of the screen

The following on-line training courses are required for BSL-2 laboratory areas where human blood/OPIM/tissue/cells/cell lines are stored/worked with:

#### CHEM200 HAZARD COMMUNICATION & WASTE MANAGEMENT – ACADEMIC

- This training must be completed by all faculty, staff, students, visitors and volunteers who will work in laboratories and handle any type of hazardous chemicals.

#### BIOL500 BIOSAFETY LEVEL 2 (BSL-2)

- This training is required for all faculty, staff, students, visitors and volunteers who will work in BSL-2 laboratories.

#### BIOL200 BLOODBORNE PATHOGENS FOR RESEARCH LABORATORY PERSONNEL

- This training must be completed by all faculty, staff, students, visitors, and volunteers who will work in BSL-2 laboratories where human/primate blood, OPIM, tissue, cells, cell lines/cancer cell lines are worked with and/or stored. **This training needs to be renewed annually.**

If you have questions please contact: <https://cems.uta.edu/CEMS/ContactAdmin>.

#### Site-Specific Training

The PI must conduct the appropriate site-specific training for research laboratory personnel. The training should cover specific hazards worked within the laboratory area, the engineering controls to minimize the hazards, and personal protective equipment (PPE) requirements. EH&S requires that documentation of the laboratory site-specific training is maintained on the [Laboratory Site-Specific Training Sign-in Sheet](#).

#### **Other Requirements**

##### *Hepatitis B Immunization or Hepatitis B Vaccine Waiver*

A requirement for a person who will work in BSL-2 room(s) and handle human/primate blood/OPIM/tissue/cells/cell lines:

Hepatitis B Immunization: Vaccination dates need to be sent to [ehsafety@uta.edu](mailto:ehsafety@uta.edu). Please,

don't send any medical records.

OR

An employee declining hepatitis B vaccination shall sign a Hepatitis B Vaccine Waiver (CO-EHS-F504). Please, check [the EH&S forms library](#).

OR

### *Exemption*

This requirement is for a person who will be involved within a laboratory area where human/primate blood/OPIM/tissue/cells/cell lines are worked with or stored, but is currently exempt from handling any of these materials as part of his/her duties or line of study: An Exemption (CO-EHS-F504) (check [the EH&S forms library](#)) shall be signed by the person.

More information: [UT Arlington Exposure Control Plan for Bloodborne Pathogens](#)

### **Verification**

After EH&S receives the email that contains all training certificates, laboratory site-specific training documentation and hepatitis B clearance, EH&S verifies that:

- Applicable on-line trainings have been completed by future laboratory user.
- PI has conducted and documented site-specific training for research laboratory personnel.
- Hepatitis B immunization vaccination dates or Hepatitis B Vaccine Waiver or Exemption (CO-EHS-F504) has been received by EH&S.

### **Access Requestion**

EH&S will request access to the appropriate BSL-2 laboratory area(s) when all items listed in "Verification" has been confirmed as completed/received.

9/15/2023