

ABSL-3 LAB ORIENTATION & TRAINING CHECKLIST

Lab Member:	Lab:
Start Date:	Supervisor:
Biological Agents:	Assigned Trainer:

BASIC

<i>Supervisor</i> Initials	
	Complete the SciShield Access Request Form and, after adding the new user to a lab/group in SciShield , assign all job duties and IBC protocols
	Provide new user with lab coats, safety glasses, disposable gloves, respiratory protection and all other required PPE for BSL-2, BSL-3, and ABSL-3 work
	Discuss biological hazards of working in BSL-3 barrier spaces, including aerosol generating procedures and animal handling risks
	Submit a BSL-3 Training Request and, if needed for Select Agent work, an SRA clearance request to the Biosafety Office

<i>Trainee</i> Initials	
	If needed for Select Agent work, complete FD-961 form, fingerprinting, and ID photos
	Complete BSL-3 Foundations Training online and enroll in BSL-3 Live Training
	Complete the Occupational Health Risk Assessment and Respiratory Protection Testing
	Complete the Annual Biosafety Training
	If needed for Select Agent work, complete Select Agent Characteristics & Symptoms and Select Agent Regulations Trainings
	If needed, complete Sharps, Bloodborne Pathogens, and Hazardous Waste Trainings
	Complete all other assigned trainings in SciShield and any required area-specific forms

Trainer Initials	
	Upon training completion, begin in-barrier training and lab-specific orientation <i>SRA clearance approval <u>required</u> for entry into any Select Agent registered spaces</i>
	Review BSL-3 entry and exit procedures for lab-specific areas, including required PPE
	Review safety procedures for BSL-3 lab equipment, including pipettes, centrifuges, hoods, BSCs, microscopes, shakers, incubators, autoclaves, and all other aerosol generating equipment or processes
	Identify emergency equipment throughout the BSL-3 barrier spaces, including eyewash stations, douse showers, fire extinguishers, and first aid kits
	Review animal handling techniques, loose animal procedures, and exposure response
	Locate nearby evacuation routes, rally points, emergency procedures, and alarms

SCIENCE >>>

Trainer Initials	
	Confirm secure recording and storage of lab data, both electronic and hard copy formats
	Outline process for treatment and storage of biohazardous solid, liquid, and sharps waste

Mentor/Trainer I completed lab-specific orientation for the lab member as documented above on _____.	Lab Member I received lab-specific orientation and training as outlined in this checklist and understand the hazards associated with work in the laboratory.
Signature:	Signature: