

# BSL-3

## LAB ORIENTATION & TRAINING CHECKLIST

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

### BASIC

<i>Supervisor</i> Initials	
	Complete the <b>SciShield Access Request Form</b> and, after adding the new user to a lab/group in <b>SciShield</b> , 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 both BSL-2 and BSL-3 work
	Discuss biological hazards of working in BSL-3 barrier spaces, including all aerosol generating procedures involved with research efforts
	Submit a <b>BSL-3 Training Request</b> and, if needed for Select Agent work, an SRA clearance request to the <b>Biosafety Office</b>

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

<b>Trainer Initials</b>	
	Upon training completion, begin in-barrier training and lab-specific orientation <b><i>SRA clearance approval <u>required</u> for entry into any Select Agent registered spaces</i></b>
	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 the use of sharps, including handling, disposal, and exposure response
	Locate nearby evacuation routes, rally points, emergency procedures, and alarms

## SCIENCE >>>

<b>Trainer Initials</b>	
	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

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