

BSL-3

LAB ORIENTATION & TRAINING CHECKLIST

Trainee Name:	Lab:
Start Date:	Supervisor:
Biological Agents:	Assigned Trainer:

BASIC

FOR SUPERVISORS OR ASSIGNED TRAINERS

INITIALS	
	Complete the SciShield Access Request Form and add new trainee to your lab/group in SciShield using the “Members” tab. Select all appropriate job activities and duties. Update <u>your IBC protocol</u> to reflect their future work, if applicable.
	Provide trainee with lab coats, safety glasses, disposable gloves, respiratory protection, and all other PPE required for both standard lab (BSL-1 or BSL-2) and BSL-3 work
	Meet with your trainee and review hazards involved with work in BSL-3 spaces, including but not limited to, any aerosol generating procedures, animal handling, and sharps use.
	If trainee will be working in spaces registered with the Federal Select Agent Program , submit an SRA clearance request to the Biosafety Office as soon as possible.

FOR TRAINEE

INITIALS	
	For work in spaces registered with the Federal Select Agent Program , complete the required FD-961 form, fingerprinting, and take a passport-style ID photo for your clearance submission. Ask your supervisor to submit a request (see above) to begin the process.
	For work in spaces registered with the Federal Select Agent Program , complete Select Agent Characteristics & Symptoms and Select Agent Regulations training modules in SciShield.
	For work in Tier 1 spaces registered with the Federal Select Agent Program , meet to complete a suitability assessment with university security officials.
	Complete the Occupational Health Risk Assessment and Respiratory Protection Program, including medical clearance and fit testing.
	Complete the Annual Biosafety Training module in SciShield.
	If needed, complete the Sharps , Bloodborne Pathogens , and Hazardous Waste training modules.

	Complete all other assigned trainings in SciShield and any required area-specific training per your supervisor. This may include experimental design preparation, BSL-2 BSC practice work, animal handling techniques, and research equipment tutorials.
	Finally, complete the online BSL-3 Foundations Training module and ask your supervisor to submit a BSL-3 Training Request Form on your behalf. Await further instructions for scheduling.

FOR TRAINEE & ASSIGNED TRAINER	
INITIALS	
	Upon BSL-3 training series completion, begin lab-specific orientation with your assigned trainer.
	As a reminder, do not enter spaces registered with the Federal Select Agent Program until clearance has been approved.
	Review BSL-3 entry and exit procedures for lab-specific areas, including required PPE, keycard access, signage and hazard identification, and sign-in sheets.
	Review lab-specific biosafety procedures for BSL-3 work including experimental protocols, BSC usage, and animal handling techniques. Walkthrough standard procedures for the safe operation of equipment including, but not limited to, pipettes, centrifuges, flow cytometers, microscopes, shakers, incubators, autoclaves, and all other aerosol generating tools, processes, and equipment.
	Review spill procedures. Re-emphasize the importance of secondary containment when transporting samples to avoid spills.
	Discuss and practice the safe handling of sharps, including experimental use, disposal, and exposure response. Bookmark the incident reporting webpage .
	Identify emergency equipment throughout the BSL-3 spaces, including extra PPE, spill kits, eyewash stations, douse showers, fire extinguishers, and first aid kits.
	Locate nearby evacuation routes and rally points. Run through BSL-3 emergency procedures and alarms. Identify the emergency flier posted next to BSL-3 telephones.



FOR TRAINEE & ASSIGNED TRAINER	
INITIALS	
	Review methods for securely recording, storing, and transferring out research data using electronic and hard copy formats. Discuss university dual authentication processes.
	Discuss procedures for the treatment, storing, staging, and elimination of biohazardous solid, liquid, and sharps waste.
	Walkthrough any additional lab-specific procedures and processes.

ASSIGNED TRAINER	TRAINEE
I have completed lab-specific orientation and training for the trainee as documented above. I believe the trainee has been thoroughly trained, is aware of the risks and hazards, and is ready for work in their assigned BSL-3 spaces.	I acknowledge that I have received lab-specific orientation and training as documented above and fully understand the risks and hazards associated with work in BSL-3 spaces. I realize the privilege of working in high containment and understand that keycard access may be revoked if compliance requirements are not maintained per local, state, and federal biosafety policies.
SIGNATURE:	SIGNATURE:
DATE:	DATE:
SUPERVISOR	
I acknowledge that the trainee, who will be working under my supervision, has received sufficient training and has been fully informed of the hazards and risks involved with work in BSL-3 spaces.	
SIGNATURE:	
DATE:	

Please return this completed, signed, and dated form as record of lab-specific orientation and training to bsa_biosafety@colostate.edu for independent RamCard access requests.