

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 define recommendations for the UW-Madison IBC to 1) require a compulsory training program in which all personnel working with biohazardous materials and/or recombinant or synthetic nucleic acid must take and pass specific biosafety training modules, 2) allow the UW-Madison IBC to withhold protocol approval if required biosafety training courses are not completed by actively working personnel listed on a Biosafety protocol, and 3) to require biosafety refresher training for UW-Madison personnel, specifically for personnel listed in UW-Madison Biological Materials and Recombinant DNA Protocol (Biosafety protocol).
- 2.0 Scope:** This policy applies to all members of the UW-Madison IBC, UW-Madison Office of Biological Safety (OBS), UW-Madison Principal Investigators (PI), and UW-Madison employees and staff, along with any additional personnel listed on the Biosafety protocol, as applicable.
- 3.0 Related Documents/Resources**
- UW-Madison, Office of Biological Safety - Institutional Biosafety Committee (IBC) Handbook; found on the OBS website (www.biosafety.wisc.edu).
 - UW-Madison, Office of Biological Safety - Biohazard Recognition and Control (BRC) Handbook; found on the OBS website (www.biosafety.wisc.edu).
 - UW-Madison, School of Medicine and Public Health, Mandatory Biological Safety Training and Incident Reporting Requirements (www2.medicine.wisc.edu/home/departement-announcements/new-mandatory-biological-safety-training-incident-reporting-requirements).
 - U.S. Department of Health and Human Services, National Institutes of Health (NIH) - NIH Guidelines for Research Involving Recombinant DNA Molecules, current version and/or any subsequent revisions.
 - 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 and/or any subsequent revisions.
- 4.0 Definitions:** Not Applicable.
- 5.0 Roles and Responsibilities:**
- Principal Investigators will be responsible for verifying that all laboratory personnel listed in their biosafety protocols have completed the training modules as required by the UW-Madison IBC (see below).
- 6.0 Policy:** This policy is adopted to define initial and refresher biosafety training requirements for UW-Madison personnel, specifically for personnel listed in a UW-Madison Biosafety protocol.

UW-Madison IBC Policy 4.1.17 (see IBC Handbook) requires an initial compulsory training program in which all personnel working with biohazardous materials and/or recombinant or synthetic nucleic acid must take and pass specific biosafety training modules. To enhance the safety knowledge of personnel, the UW-Madison IBC will require a refresher training every five years for all personnel who are actively working on projects covered by a Biosafety protocol. The refresher training will be made available by the OBS. These training will cover topics included in the initial biological safety training mandated by IBC Policy 4.1.17 and will include additional topics at the discretion of the IBC and OBS.

Principal Investigators will be responsible for verifying that all new or current members of a laboratory are added/ listed on the biosafety protocols as soon as possible; information on adding laboratory personnel to an active Biosafety protocol can be found on the OBS website (www.biosafety.wisc.edu), under the Protocol tab. All personnel listed in the biosafety protocol must complete training prior to or within a reasonable amount of time of beginning research in the laboratory. Active biosafety protocols may be suspended and new/renewal applications may not be processed if the Principal Investigator and all listed personnel have not completed the training.

Also, as indicated above, the UW-Madison IBC has the right to withhold protocol approval if mandatory biosafety training are not completed by actively working personnel listed on a Biosafety protocol.

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

- Risk assessment and biosecurity (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 DNA Molecules* regulatory information
- *Biosafety in Microbiological and Biomedical Laboratories (BMBL)* recommended practices
- Other topics as deemed useful and/or necessary by the IBC and OBS

The training will be presented by the OBS in a format which is accessible to trainees. At the time of this policy implementation, the required trainings are presented as three courses offered online through UW-Madison at **Learn@UW**.

- (1) Biosafety 101: Building Biosafety into Your Research - Risk Assessment
- (2) Biosafety 104: Building Biosafety into Your Research - Safe Use of Sharps
- (3) Biosafety 201: NIH Guidelines



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Record of these trainings will be made accessible by the OBS and information on completion of the required courses should also be retained by trainees. At the time of this policy implementation, individuals with a UW NetID can access their own and their staff's biosafety training record online by using the UW-Madison Graduate School Lookup Utility tool. A link to the Lookup tool can be accessed on the OBS website (www.biosafety.wisc.edu), under the Training tab or by going directly through the Graduate School website.

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

Signature

Professor Susan West, IBC Chair

Date

03/06/2013