

BIOSAFETY ANNUAL REFRESHER TRAINING FORM

Principal Investigator Name: _____ Office Space: _____

Research Spaces: _____

Purpose:

This form is used to document the completion of annual training provided to individual researchers that are using the facilities listed above. Completion of this annual training is a requirement of maintaining a biosafety permit in good standing.

Content:

Researchers using the permitted facilities listed above must be provided the following mandatory annual training:

- Actions to take upon exposure to regulated materials
- Clean up and disinfection of regulated material spills on floors and countertops
- What to do in case of a power outage while working with regulated materials
- Refresher training on the SOPs and waste disposal processes
- Location and use of biological materials inventory

The following training is only required if biological safety cabinets and/or centrifuges are used by the researchers:

- Clean up and disinfection of regulated materials spills in centrifuges
- Clean up and disinfection of regulated material spills in biological safety cabinets

Acknowledgements:

Principal Investigator

As Principal Investigator, I _____, have provided to the researchers under my supervision, that work with regulated materials training on the topics above.

Signature: _____ Date: _____

Individual Researchers

By placing my name and signature in the table below, I confirm that I have received and understood the training provided.

Name	Signature	Date

Appendix: Training References

The following materials can be used as guidance when delivering this training to individual researchers:

- [Emergency response guide – Exposures & Spills](#)
- [Biosafety Cabinet Malfunctions and Spills Response](#)
- [Surface Decontamination](#)
- [Disposal of Biological Materials](#)
- [Centrifuge Maintenance and Cleaning](#)

Training Suggestions:

The end goal of this training is to ensure researchers are equipped with the knowledge to respond to various emergency situations when they occur. It can be provided in many formats, but below are three suggestions:

1. Active:
 - a. Spill a non-infectious liquid in a BSC and have one or two persons talk through the decontamination process. As a group, critique how the process unfolded.
 - b. Open the centrifuge, identify various parts, how to properly load, and how to decontaminate the centrifuge should a spill occur. Again, discuss as a group.
 - c. Have an individual identify how to react when working with a regulated material and a power outage occurs.
2. Table-top scenarios:
 - a. Actively quiz the researchers as a group on how to handle the situations outlined above, namely:
 - i. Spills in various locations
 - ii. Decontamination of equipment and surfaces
 - iii. Managing power outages while working with regulated materials
3. Passive: Require all researchers to review the documentation and videos presented and have them answer questions in a quiz format.