



PI and User Requirements and Responsibilities

Principle Investigators

TRAINING

Mandatory training for PIs

- **IBC PI training:** http://ricro.colostate.edu/IBC/IBC_Training.htm
The IBC PI Training is a requirement for all PIs submitting new or renewing Agent/Project Approval Requests.
- **Online BSL1/BSL2 training** (every 2 years):
<https://wsnet.colostate.edu/cwis86/WTrainReg/ClassSignUp.aspx?TabID=Biosafety>
- For PIs working with human blood, blood-borne pathogens, human derived tissue cultures or human cell lines or other potentially infected material (OPIM, cf. OSHA BBP standard): take online **Blood-borne Pathogens (BBP) training** (every year) at:
<https://wsnet.colostate.edu/cwis86/WTrainReg/OnlineClass/BBP/Train.aspx>

PAPERWORK

- Ensure you (the PI) and your personnel are enrolled in the Occupational Health Program. The **Occupational Health Risk Assessment Form** is required to be updated annually and/or when changing job responsibilities:
<https://wsnet.colostate.edu/cwis86/WOHSP/RiskAssessment/add/AddRisAssessment.aspx>
- Submit **Agent Approval Request Forms (AARF)** and **Project Approval Request Forms (PARF)** online to IBC for approval prior to beginning experiments (as well as Project amendments):
<https://protocols.research.colostate.edu/rco/>
 - o For example approval forms, see IBC website: <http://ricro.colostate.edu/IBC/forms.htm> ; in case you have questions, call IBC coordinator **Christine Johnson: 491-8690** or christine.johnson@colostate.edu.
 - o AARFs/PARFs must be renewed annually (if there are no changes, indicate “Renew without changes”). New AARF must be completed for each agent every 4 years.
 - o Note: For human cell work, multiple cell types can be brought under one PARF describing the project using the different cell lines. AARFs need to be submitted for ‘each’ infectious agent.

- Create an **inventory** of all risks/biohazards associated with the work/experiments to be performed in the facility.
- For PIs working with human blood, blood-borne pathogens, human derived tissue cultures or human cell lines or other potentially infected material (OPIM, cf. OSHA BBP standard):
 - o Submit '**Declaration of vaccination preference**' to EHS. Can be obtained:
 - from the Occupational Health Program Coordinator (OHPC) (970-420-8172; joni.triantis@colostate.edu)
 - Online at:
http://www.ehs.colostate.edu/WOHSP/PDF/Declaration_of_Vaccination_Preference_POSTED.pdf

REPORTING

- **Reporting to Biosafety:** Report accidents, exposures or violations to Biosafety:
<http://www.ehs.colostate.edu/WOHSP/PDF/IncidentReportForm.pdf>
E-mail scanned copies to Claudia.Gentry-Weeks@ColoState.EDU, Heather.Blair@colostate.edu, or Joni.Triantis@colostate.edu
- **Reporting to Risk Management:** Report all incidents to Risk Management within 4 days of the incident: <http://www.ehs.colostate.edu/WWorkComp/Home.aspx>

OTHER

- Be aware of responsibilities and requirements for researchers working in biosafety level two laboratories, as defined in the **CSU Biosafety Manual**:
http://www.ehs.colostate.edu/WBiosafety/PDF/POSTED_CSU_Biosafety_Manual.pdf
- Ensure personnel (students, postdocs, RAs) have taken all mandatory training (see below), have received on-site training for spill cleanup and emergency response, and have demonstrated proficiency working at biosafety level two.
- For PIs working with human blood, blood-borne pathogens, human derived tissue cultures or human cell lines or other potentially infected material (OPIM, cf. OSHA BBP standard):
 - o Be aware of responsibilities and requirements for researchers handling human blood, blood-borne pathogens, or human derived tissue cultures as defined in the **CSU Exposure Control Plan**:
http://www.ehs.colostate.edu/WBiosafety/PDF/Exposure_Control_Plan.pdf
 - o Ensure that all employees take the online BBP training, declare vaccination preference, have been trained for spill cleanup, and have demonstrated proficiency working at biosafety level two.



PI and User Requirements and Responsibilities

CCF users

PAPERWORK

- Enrollment in the Occupational Health Program must be done before anything else! The **Occupational Health Risk Assessment Form** is required to be updated annually and/or when changing job responsibilities:
<https://wsnet.colostate.edu/cwis86/WOHSP/RiskAssessment/add/AddRisAssessment.aspx>
 - o Additional information or actions may be requested based on the risk assessment.
- For CCF users working with human blood, OPIM (e.g. human cell lines), blood-borne pathogens, or human derived tissue cultures: Submit '**Declaration of vaccination preference**' to EHS. Can be obtained:
 - o from the Occupational Health Program Coordinator (OHPC) (970-420-8172; joni.triantis@colostate.edu)
 - o Online at:
http://www.ehs.colostate.edu/WOHSP/PDF/Declaration_of_Vaccination_Preference_POSTED.pdf
- Turn in your signed '**CCF New User Checklist**' and '**CCF Policies and Practices MOU**' to CCF manager. Save a copy with your training certificates.

TRAINING

Mandatory training for all CCF users

- **Online BSL1/BSL2 training** (every 2 years):
<https://wsnet.colostate.edu/cwis86/WTrainReg/ClassSignUp.aspx?TabID=Biosafety>
- **Biological Safety Cabinet (BSC) training**: mandatory for users of Biosafety cabinets. To be scheduled with Heather Blair (heather.blair@colostate.edu; 491-4057) or Claudia Gentry-Weeks (Claudia.Gentry-Weeks@ColoState.EDU; 491-5411); preferably in group.
- **Site-specific spill cleanup and safety training** needs to be completed with CCF manager so that users are aware of proper procedures and safety measures for the CCF.

Conditional (when working with blood, blood-borne pathogens, or other potentially infectious material e.g. human cell lines that have not been 'certified' to be free of blood borne pathogens)

- All users that work with human blood, blood-borne pathogens, human derived tissue cultures or other potentially infected material (OPIM, cf. OSHA BBP standard) (including working with human cell lines not documented to be free of blood-borne pathogens) are required to do the following:
 - o **Online Blood Borne Pathogen (BBP) training:** Needs to be taken annually:
<https://wsnet.colostate.edu/cwis86/WTrainReg/ClassSignUp.aspx?TabID=Biosafety>

Conditional (only required when working with spores – N-95 respirators needed)

- **Medical clearance** must be obtained prior to wearing N-95 respirators. Contact Occupational Health at 491-3102 for instructions.
- **Online N-95 training:** all N-95 respirator users will need to take this online training first, and then schedule N-95 fit-testing:
<https://wsnet.colostate.edu/cwis86/WTrainReg/ClassSignUp.aspx?TabID=Biosafety>
- **N-95 Fit testing:** Respirator fit testing (including N95 respirators) is required annually for individuals that are required to wear these respirators. Fit testing can only be done after receiving medical clearance, and online training. Testing is performed using quantitative analysis. For scheduling, see:
<https://wsnet.colostate.edu/cwis86/WTrainReg/ClassSignUp.aspx?TabID=Biosafety>

REPORTING

- In case of a large spill, call CCF manager, Karolien Deneff (491-3832) and Biosafety (491-0270).
- Log all incidents (accidents/spills, exposures or violations) and safety actions in Incident Log Book.
- Report all incidents (accidents/spills, exposures or violations) to supervisor/PI and CCF manager (Karolien Deneff, 491-3832 or Karolien.Deneff@Colostate.edu), who will report to Biosafety/Risk Management.

LAB PRACTICES

- Follow approved IBC protocols (AARFs and PARFs to be submitted by your PI).
- Be aware of all the risks associated with the work that takes place in the facility.
- Follow CCF biosafety practices (as outlined in Biosafety training, CSU Biosafety manual and CCF specific safety protocols and SOPs (incl. Spill Cleanup SOP, Emergency Response SOP, Sharps policy, etc.).

OTHER

- Be aware of responsibilities and requirements for researchers working in biosafety level two laboratories, as defined in the **CSU Biosafety Manual**:
http://www.ehs.colostate.edu/WBiosafety/PDF/POSTED_CSU_Biosafety_Manual.pdf
- When working with human blood, blood-borne pathogens, human derived tissue cultures or other potentially infected material (OPIM, e.g. human cell lines) (cf. OSHA BBP standard):
 - o Be aware of responsibilities and requirements for researchers handling human blood, blood-borne pathogens, or human derived tissue cultures as defined in the **CSU Exposure Control Plan**:
http://www.ehs.colostate.edu/WBiosafety/PDF/Exposure_Control_Plan.pdf

Useful websites

CSU EHS: <http://www.ehs.colostate.edu/>

CSU Biosafety: <http://www.ehs.colostate.edu/WBiosafety/Home.aspx>

CSU IBC: <http://ricro.colostate.edu/IBC/IBC.htm>

CSU Biosafety training:

<https://wsnet.colostate.edu/cwis86/WTrainReg/ClassSignUp.aspx?TabID=Biosafety>

CSU Exposure Control Plan: http://www.ehs.colostate.edu/WBiosafety/PDF/Exposure_Control_Plan.pdf

CDC Biosafety: <http://www.cdc.gov/biosafety/>

CDC BMBL: <http://www.cdc.gov/biosafety/publications/bmbl5/>

Contact information

CCF manager: Karolien Denef (491-3832; Karolien.Denef@colostate.edu)

CIF director: Chris Rithner (491-6475; cdr@colostate.edu)

EHS Biosafety Officers: Claudia Gentry-Weeks (556-0158; Claudia.Gentry-Weeks@ColoState.EDU),
Heather Blair (491-4057; heather.blair@colostate.edu), Joni Triantis Van Sickle (491-3102;
Joni.Triantis@ColoState.edu)

IBC coordinator: Christine M. Johnson (491-8690; christine.johnson@colostate.edu)

EHS Biosafety emergency: 491-0270

Document approval

Originator	Revisions	Approved	Issued
KD	EHS/Biosafety: RPE, CRG, JTV	EHS/Biosafety: RPE, CRG, JTV	KD
10/15/2013	10/30/2013	10/30/2013	11/01/2013