

University of Tennessee at Chattanooga Institutional Biosafety Committee Standard Operating Procedures		
Effective Date: 11/21/22 Revised Date: 02/27/23	TITLE: IBC SOP #2 – Training Requirements	Page 1 of 3

A. PURPOSE

To protect the campus community, the IBC is tasked with evaluating research, teaching and diagnostic testing involving biological hazards and monitoring safety and compliance. Biosafety training represents one of the most important elements in this task and in the implementation of an effective biosafety program. The descriptions and frequencies of biosafety training are listed below.

B. COVERED PARTIES

This plan covers required trainings for PIs, co-investigators, lab staff, students in teaching and/or research labs, and IBC members.

C. REQUIRED TRAININGS

Faculty, staff, students, and IBC members are required to complete initial biosafety training prior to working in labs or facilities that are registered with the IBC. The training includes required core education specific to an individual’s role and research focus. Refresher training must be completed annually.

Collaborative Institutional Training Initiative (CITI) Program

Required components of compliance training include online courses offered through the Collaborative Institutional Training Initiative (CITI) program. The following table outlines the required CITI courses and the included training components for all covered parties. The IBC will maintain all CITI training records for individuals listed on IBC registrations.

The IBC may require that covered parties complete additional courses or modules if deemed necessary at their discretion. Note that all courses and modules may be taken as supplemental training by any UTC affiliated personnel.

CITI Biosafety Core Training Requirements by Role			
CITI Courses and Modules	Students in Teaching Labs	PIs, Co-investigators, Lab Staff, Students in Research Labs	IBC Members
Introduction to Biosafety Course			
1. Biosafety Course Overview	●		
2. Risk Management: Work Practices	●		
Initial Biosafety Training Course			
1. Biosafety Course Overview		●	
2. Biohazard Risk Assessment		●	
3. Laboratory-Acquired Infections		●	

**University of Tennessee at Chattanooga
Institutional Biosafety Committee
Standard Operating Procedures**

**Effective Date: 11/21/22
Revised Date: 02/27/23**

**TITLE:
IBC SOP #2 – Training Requirements**

Page 2 of 3

4. Medical Surveillance		●	
5. Risk Management: Work Practices		●	
6. Risk Management: Engineering Controls		●	
7. Engineering Controls and Containment Devices		●	
8. Risk Management: Laboratory Design		●	
9. Risk Management: PPE		●	
10. Work Safely with Sharp Instruments		●	
11. Safe Sharps Devices		●	
12. Centrifuge Precautions		●	
13. Disinfection and Sterilization		●	
14. Risk Management: Emergency and Spill Response		●	
IBC Member Training Course			
1. Biosafety Course Overview			●
2. Biohazard Risk Assessment			●
3. The NIH Guidelines			●
4. Laboratory-Acquired Infections			●
5. Risk Management: Work Practices			●
6. Risk Management: Engineering Controls			●
7. Risk Management: Laboratory Design			●
8. Disinfection and Sterilization			●
9. Risk Management: PPE			●
OSHA Bloodborne Pathogens Course			
1. OSHA Bloodborne Pathogens Standard	Required for All Personnel Working with Human or Primate Blood or Other Potentially Infectious Materials (OPIM)		
2. Universal Precautions and Work Practices			
3. Labels and Engineering Controls			
4. HBV Vaccination, Routes of Exposure, and Routes of Transmission			
5. Emergency Response Procedures			
Animal Biosafety Course			
1. Animal Biosafety	Required for All Personnel Working with Biohazardous Animals		
Shipping and Transport of Regulated Biological Materials Course			
	Required for All Personnel who will be Shipping or Transporting Biological Materials		

Documentation of CITI training completion

Documentation of student training – teaching labs: Instructors/lab supervisors are responsible for maintaining records of class rosters and student training certificates for all students enrolled in teaching labs. Students participating in lab course activities involving biohazards do not need to be listed in the course IBC Registration in the Personnel table. This eliminates the need to file

University of Tennessee at Chattanooga Institutional Biosafety Committee Standard Operating Procedures		
Effective Date: 11/21/22 Revised Date: 02/27/23	TITLE: IBC SOP #2 – Training Requirements	Page 3 of 3

registration amendment forms with a change in student enrollment. The IBC may review the class roster and training documentation during lab inspections.

Documentation of student training – Research Labs: All student research assistants working on research registrations should be listed in the Personnel table in the IBC Registration. The IBC will verify that required training has been completed during intake review of the registration. An amendment form is required if student research assistants leave or join the research team.

Lab-Specific Training

Staff, students, volunteers, and visitors are required to complete lab (site)-specific training upon lab initiation/orientation and whenever significant changes occur to procedures, practices, or equipment in the lab. Training includes coverage of lab-specific biological hazards, equipment & infrastructure, emergency procedures, and location of biosafety-related documents (biosafety manual, bloodborne pathogens exposure control plan, standard operating procedures, etc.). This process along with its documentation are managed by lab leadership and reviewed by the IBC during the audit process.

D. REFERENCES

[Collaborative Institutional Training Initiative](#)

[NIH Guidelines](#)

[Biosafety in Microbiological and Biomedical Laboratories \(BMBL\) -6th Edition](#)

UTC IBC Charter & Bylaws