

**Safe Science =  
Good Science**  
**July 19, 2023**

## Uploading Documents into SciShield Lab Profile

1. Log into SciShield
2. Click "PI Name" Lab in the left side bar.
3. Click "View Lab Profile"
4. Under the View Tab, click "Documents."
5. Under the list of uploaded documents click "Attach a New Document"
6. Select File Type (required)
7. Choose/Upload File
8. Enter a description of file (optional)
9. Click Submit

Documents will only be accessible to your lab members and DEHS.

## Universal Precautions

When working with clinical or fieldwork samples, treat every sample as if it is potentially infectious.

## Cannot locate a PSDS?

If you cannot find a Pathogen Data Safety Sheet on your specific agent, contact DEHS for assistance.

For questions or concerns please call DEHS at 852 6670 or email [dehsubm@louisville.edu](mailto:dehsubm@louisville.edu)

# Exposure Control Plan

It is required by the Occupational Safety & Health Administration (OSHA) to have a written Exposure Control Plan (ECP) to address bloodborne pathogens (BBP) and other infectious material for occupational exposures.

### The ECP must contain:

- A list of personnel and lab activities associated with BBP and other potentially infectious materials.
- Outline methods to prevent exposure including engineering and administrative controls and personal protective equipment.
- Describe post-exposure evaluation and record keeping.

## Update your Exposure Control Plan

The ECP must be reviewed and updated at least annually and made accessible to all employees.

[Click here](#) for the University of Louisville BBP Exposure Control Plan Template. Once completed:

- Send the updated copy to your laboratory members for review.
- Upload the file into the Document Section of your SciShield Laboratory Profile.

## Agent(s) Specific Information

If your laboratory works with bacteria and/or viruses it is best practice to have specific agent information for your laboratory members to review. This document can be on a single sheet to highlight necessary information on the agent in the event of an exposure. This sheet can also be helpful for a lab member to take to the doctor after an exposure.

### Agent Specific Information can include:

- Mode of transmission
- Potential routes of exposure in the lab
- Infectious dose (if known or unknown)
- Incubation period/when symptoms can occur after an exposure
- Known symptoms of infection
- Stability of organism in the environment (lab benches, metal surfaces, etc.)
- Disinfection or inactivation methods
- Availability of vaccines or treatment options

This information can typically be found through Pathogen Safety Data Sheets (PSDS). [Click here](#) to find your agent through the Canadian Pathogen Safety Data Sheet Database.