

# **REQUIRED RESEARCH TRAINING**

**Mandatory for research personnel**

## **LAB SAFETY & TRAINING**

### **Department of Environmental Health and Safety**

Belknap Campus

1800 Arthur Street

Louisville, KY 40208-2729

Phone: (502) 852-6670 Fax: (502) 852-0880

[louisville.edu/dehs](http://louisville.edu/dehs)

The Department of Environmental Health and Safety (DEHS) consists of four sections: Environmental Operations; Industrial Hygiene; Radiation Safety; and Administration. DEHS provides technical and regulatory compliance assistance, information/training programs and consulting services in each department through a variety of environmental, health and safety programs.

Training is scheduled during the IPIBS Orientation week. For Lab safety, guidelines and a list of training courses offered by DEHS on other dates go here: [www.louisville.edu/dehs/](http://www.louisville.edu/dehs/).

### **General Laboratory Safety Training**

General Laboratory Safety Training is required for all newly hired laboratory personnel and should be completed as soon as possible. The class provides information on the physical and health hazards of chemicals, fume hoods, personal protective equipment, emergency procedures and the OSHA Lab Standard.

DEHS conducts General Laboratory Safety training the 2<sup>nd</sup> Thursday of each month from 9:00 AM – 10:00 AM. Training is normally held in the auditorium in Baxter I, but please confirm the location for your specific training date. Please contact the DEHS Lab Safety Coordinator at (502) 852-2830 for more information or visit their website at <http://louisville.edu/dehs/training>.

### **Hazardous Waste Training**

This training is mandatory for all persons who manage either hazardous or infectious waste in university facilities. The class provides information about the basics of complying with both the hazardous waste regulations and infectious waste management requirements; and instructs university personnel in the proper procedures for preparing both types of waste for pick-up and disposal. The training will also provide guidance for completing a Hazardous Waste Pick-Up Request to DEHS.

Lab Safety and Hazardous Waste Training are presented together each month for the convenience of laboratory research personnel. DEHS conducts General Laboratory Safety and Hazardous Waste training the 2<sup>nd</sup> Thursday of each month. Training is normally held in the auditorium in Baxter I. Please contact the DEHS Lab Safety Coordinator at (502) 852-2830 or visit <http://louisville.edu/dehs/training> for more information.

### **Bloodborne Pathogen Training**

Bloodborne Pathogens (BBP) training is required for all university employees who may have

occupational exposure to human blood, body fluids, tissues or other potentially infectious materials (OPIM) including human cell lines.

This course meets the OSHA training requirements and includes information on the OSHA standard, development of an individualized Exposure Control Plan, the UofL Hepatitis B Vaccination Program and Post Exposure Evaluation and Follow-up.

DEHS has developed a web-based training course to assist you in meeting your initial and annual Bloodborne Pathogens training requirements. After completing the course material, you will proceed to a short test. Upon successful completion of the test, please print your Certificate of Completion, keeping a copy yourself and providing a copy to your supervisor or PI. You may be asked to provide a copy of this certificate in the future.

\*Annual refresher training is required for all university employees who have already taken the initial Bloodborne Pathogens training and continue to have occupational exposure. Upon successful completion of the course you will receive a certificate, which is valid for one year. The web-based training course is located at [louisville.edu/dehs/train](http://louisville.edu/dehs/train).

### **Shipping Hazardous Materials**

In order to comply with federal and international laws, training is required for all university employees involved in shipping hazardous materials. Hazardous materials include biological materials, diagnostic specimens, genetically modified organisms or micro-organisms, infectious substances, hazardous chemicals, radioactive materials and dry ice.

DEHS offers online DOT/IATA shipping training through SAF-T-PAK, which can be completed in approximately three hours and is valid for two years. To request SAF-T-PAK online training, please contact the Biological Safety Program at (502) 852-6670 or via email at [biosafe@louisville.edu](mailto:biosafe@louisville.edu).

### **Basic Biosafety Training**

Basic Biosafety training is required for all university employees who may have occupational exposure to biological hazards. DEHS has developed a web-based training course to assist you in meeting your initial and five-year refresher Basic Biosafety training requirements.

\*Refresher training is required every five years for all university employees who have already taken the initial Basic Biosafety training and continue to have occupational exposure. The web-based training course is located at [louisville.edu/dehs/training/](http://louisville.edu/dehs/training/)

### **Formaldehyde Safety Training**

Formaldehyde training is required for all university employees potentially exposed to formaldehyde. Common uses of formaldehyde at the university include tissue preservatives and in embalming fluids in autopsy rooms, pathology department, and laboratory specimens; kidney dialysis units and central supply as a sterilizing agent; and some disinfectants and consumer products. DEHS has developed a web-based training course to assist you in meeting your training requirements and to inform employees of the potential hazards, hazard controls, and when to contact DEHS staff for a follow-up evaluation. The web-based training course is located at: [louisville.edu/dehs/train](http://louisville.edu/dehs/train).

### **NIH rDNA Guidelines Training**

NIH rDNA Guidelines training is required for all university employees potentially exposed to recombinant DNA (rDNA) and/or transgenic mice. DEHS has developed a web-based training course to assist you in meeting your initial and five-year refresher NIH rDNA Guidelines training requirement.

\*Refresher training is required every five years for all university employees who have already taken the initial NIH rDNA Guidelines training and continue to have occupational exposure. The web-based training course is located at: [louisville.edu/dehs/training](http://louisville.edu/dehs/training)

### **Select Agents Regulations Training**

Select Agents Regulations training is required for all university employees potentially exposed to "Select Agents," biological agents and toxins, as determined by the Centers for Disease Control (CDC) and the USDA (United States Department of Agriculture)/APHIS (Animal and Plant Health and Inspection Service) to have bioterrorism potential. DEHS has developed a web-based training course to assist you in meeting your initial and five-year refresher Select Agents Regulations training requirement.

\*Refresher training is required every five years for all university employees who have already taken the initial Select Agents Regulations training and continue to have occupational exposure. The web-based training course is located at [louisville.edu/dehs/training](http://louisville.edu/dehs/training)

### **Radiation Safety Training**

This course is mandatory for all persons prior to working with radioactive material. The course covers but is not limited to radioactive material, the theory of radiation interactions with matter, radiobiology, contamination control, exposure control, safe practices and emergency procedures

This class is generally offered the 2<sup>nd</sup> Thursday of each month from 10:30 AM – 11:30 AM. Please call (502) 852-5231 for a meeting place and to register.

\*Annual refresher training is required for all personnel working with radioactive materials in the laboratory. Training information can be found at: [louisville.edu/dehs/training/](http://louisville.edu/dehs/training/)  
For more information call (502) 852-5231.

### **General Safety Responsibilities-All Laboratory Personnel**

- Be aware of his or her individual safety responsibilities.
- Participate in required training activities.
- Know and comply with safety guidelines, regulations, and procedures required for the task assigned.
- Plan and execute laboratory operations in a manner that does not constitute a hazard to themselves or their co-workers.
- Understand the selection, use and limitations of personal protective equipment (PPE). When a procedure requires the use of PPE, use it properly.
- Look out for the safety of others in the laboratory, including visitors.
- Report unsafe conditions to the principal investigator, immediate supervisor, or DEHS.
- Know and follow emergency procedures, including the location and proper use of emergency equipment.
- Report to the principal investigator or immediate supervisor and DEHS all facts pertaining to every accident or near-miss that results, or may result in, any human injury,

exposure or the uncontained spill or release of chemicals, keeping in mind that the primary purpose of accident investigation is accident prevention, not the assignment of blame or culpability.

## IACUC

### Office of Research Services

Medical Dental Research Building,  
511 South Floyd Street, Room 012

Phone: (502) 852-7307      Fax: (502) 852-7943

[IACUC@louisville.edu](mailto:IACUC@louisville.edu)

Hours of Operation: Monday - Friday 8:00 AM – 4:30 PM

Federal regulations and policies require that each institution using animals for research, education, and/or teaching establish an Institutional Animal Care and Use Committee (IACUC). In general, the IACUC is an advisory committee to the Institutional Official (IO), which at the University of Louisville is the Vice President for Health Affairs, and is assigned the oversight for all animal care and use.

Regulatory agencies require the University, through the oversight of IACUC, to ensure all personnel working with laboratory animals possess appropriate experience and training. The IACUC verifies this via three mechanisms: 1) reviewing a description of each protocol participant's training and experience, 2) providing didactic sessions to inform all animal users of their roles and responsibilities, and 3) coordinating "hands-on" interaction with veterinary or other specialists, as needed.

For more information on research staff qualifications and training, go to:

<http://louisville.edu/research/iacuc>

## IRB

### Institutional Review Board

Human Subjects Protection Program Office

501 E Broadway

MedCenter One, Suite 200

Louisville, KY 40202

Phone: (502) 852-5188      Fax: (502) 852-2164

The Institutional Review Board (IRB) ensures that the highest ethical standards are maintained in the review process for human research and places an importance on protecting the human subjects who participate in research at the University of Louisville.

## HUMAN SUBJECTS PROTECTION TRAINING

### Institutional Review Board

Human Subjects Protection Program Office

501 E Broadway

MedCenter One, Suite 200

Louisville, KY 40202

Phone: (502) 852-5188      Fax: (502) 852-2164

The Human Subjects Protection Program office (HSPPO) serves as the administrative office for UofL's two Institutional Review Boards. The Institutional Review Boards, or IRBs, are the committees that conduct oversight for research involving human subjects at the University of Louisville, U of L Health Care & Partners, Norton Healthcare, and Jewish Hospital & St. Mary's Healthcare.

Course in the protection of human research subjects (CITI) training is required for all researchers, including study coordinators and all other key study personnel. Completion of the CITI Basic course is required to obtain human subject protections certification. All researchers associated with projects requiring University of Louisville IRB oversight must complete the CITI Basic course, regardless of previous training in human subject protections. You must obtain a cumulative score of 75% on the required quizzes. For more information on course requirements and course registration, go to [louisville.edu/research/humansubjects/irb/investigator-info/training](http://louisville.edu/research/humansubjects/irb/investigator-info/training)

### HIPAA COMPLIANCE TRAINING

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule is the first comprehensive federal protection for the privacy of personal health information. Federal law gives the patients the rights to their health information as well as sets rules and limits on who can look at and receive a patient's health information. Fundamentals of HIPAA Security contains four lessons. If you are also involved with human subject's research, there are nine total lessons which include coverage of both HIPAA security as well as HIPAA privacy and research.

All principal investigators, co-investigators, sub-investigators, key personnel and other research staff will be required to complete the course prior to beginning research at the University of Louisville. Principal investigators will be responsible for ensuring all applicable staff on a study has completed the training. All applicable individuals will not approve studies for which all-applicable personnel have not completed training until the training is complete. Upon completion, the researcher's HIPAA training requirement will be valid for three years.

Information on HIPAA training can be found at [privacy.louisville.edu/](http://privacy.louisville.edu/)

### RADIATION SAFETY TRAINING

#### **Department of Environmental Health and Safety**

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[louisville.edu/dehs/](http://louisville.edu/dehs/)

This course will concentrate on general information about radiation and radiation safety principles and the specific information, which may pertain to personnel in labs where radioactive materials are used. For more information, call (502) 852-5231.