

# Biosafety Committee

**Chair:** Appointed by the Biology Chair

**Purpose:** To ensure that the Biology Department abides by all university & governmental biosafety regulations

## **Committee Description:**

### Faculty Membership Requirements

- Must be full-time faculty
- Must be tenure-track or non-tenure emeritus
- Must have an odd number of committee members

### Service Limits

- New committee members must serve a 3 year term (Staggered)
- Faculty member must rotate off committee for one year before committing to a second three year term

## **Policies:**

- I. Working in cooperation with the SCHO, this committee assists the Biology Department Chair with implementation of the Health, Safety, and Security Plan and conducts an annual review of this plan, making revisions as necessary
- II. Responsible for forwarding plan revisions and updates to the Environmental Health and Safety Office (EHS), 02 McBryde Hall
- III. Oversees laboratory safety training of faculty, staff, and students, reviewing and updating training courses as necessary
- IV. Assists faculty, staff, and students with implementation of training
- V. Conducts regular inspections of laboratories and classrooms to ensure compliance with the Health, Safety, and Security Plan
- VI. Maintains contact with the Institutional Biosafety Committee (IBC) and EHS

**Responsibilities:** None

**Winthrop University - Department of Biology  
Unsupervised Work in the Laboratory – During and/or After Hours**

The Department of Biology is granting to you the privilege of being able to gain access to certain lab space in Dalton Hall after regular operating hours. This privilege is granted with the understanding that you will comply with certain requirements and responsibilities as outlined below. Your agreement to abide by these requirements will allow us to activate the card key access on your student ID card. Please read these carefully and sign in the space at the bottom of this form.

**Requirements and Responsibilities:**

1. I understand that when I use my student ID when accessing an outside door to Dalton Hall and one or more of the laboratory rooms inside the building, that my identity and time of entry are registered.
2. If I enter the building or lab rooms after hours, I agree that I will have someone accompany me.
3. I agree that I will make certain that the door locks behind me immediately after my entry into the room and again on my final exit from the room when I am finished.
4. I agree that I will make proper use of and take reasonable care with all equipment and materials that are available for student use in the lab rooms.
5. I agree that I will clean up afterwards and make certain that any materials I use are returned to their proper place of storage.

\_\_\_\_\_ is authorized to be in the laboratory unsupervised from \_\_\_\_\_ to \_\_\_\_\_ to perform the following tasks:

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Lab room(s) where work is to be performed: \_\_\_\_\_

By signing, this person acknowledges that they have read and understand the above list of requirements and responsibilities and agree to abide by them, has been trained in safety, and is aware of the hazards associated with working in the laboratory. This person has also been advised not to work in the building alone after hours.

Student:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Faculty (instructor/advisor):

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Department Office Use:

\_\_\_\_\_

Safety Modules Taken

This form is to be stored in the Department of Biology office.

## Safety Training (BIOL 200) Policy

MAY 2013

1. **What is BIOL 200?** It is a course in laboratory hygiene and safety. Topics covered include blood borne pathogens, compressed gas cylinders, fire extinguishers, personal protection equipment, basic lab equipment, electrical safety, chemical fume hoods, mammalian tissue culture hazards, UV light safety, and Material Safety Data Sheets. Notes: This is a 3-week online course required for all biology laboratories, designed to ensure students are aware of and adhere to the Department of Biology's Health, Safety, and Security Plan.

BIOL 200 is an online course broken into a series of modules in which students read material and take short exams. They must receive at least 70 on each module to pass the overall class.

2. **How often does a student have to take the course?** The student only has to take the safety training course once during a 4-year period. Therefore, most students only have to take the course once during their time at Winthrop.
3. **Who is required to take BIOL 200?** Students enrolled in biology lab courses (except for BIOL 151 students). This includes BIOL 203, 205, 206, 300, 303, 307, 310, 317, 403, 450, 471, 473, 601 and other courses. Also, the current policy in the HSS manual states that all faculty and staff must complete safety training and faculty must retake the modules every four years.
4. **Can the students take the modules again if they don't pass them?** Yes, but they need to be able to explain why they didn't pass it in the first place. The test is designed to be straight forward so if they read the material they should be able to pass the module exams without any problems, and most students complete the exams without any problems.
5. **What if a student doesn't complete the course?** Regardless of whether they missed the deadline or didn't pass all of the modules, any student who has not satisfactorily passed the BIOL 200 class is not allowed to attend lab after the deadline set by the department each semester until they complete the course. This deadline is usually within the first two weeks of the start of each semester.
6. **What are the responsibilities of the faculty members teaching courses that require BIOL 200?** First, each faculty member is responsible for including a statement about the requirement for BIOL 202 on their syllabus. Then, if a student does not complete the safety training course by the deadline, the faculty member must ask the student to leave the lab if they try to attend, and tell the student they must complete the course before they can return. The faculty member can direct the student to the Chair of the department if the student has any concerns. Also, each faculty member is responsible for checking their individual course rosters against the safety training report that Dr. Wilson sends out to determine if a student needs to take BIOL 200. They are responsible for checking it again when Dr. Wilson sends out the final BIOL 200 course report after the deadline date. In addition, they must notify Dr. Wilson and Wendi Hevelow if they require a special due date other than the one that Dr. Wilson sets for BIOL 200, which is typically the second week of class. Classes that do not grant card key access for after lab hours should not be setting earlier due dates for completion of BIOL 200.

# BSL-2 Laboratory Guidelines May 2013

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- The department's (and university's) rules for access and use of material in the BSL-2 lab can be found in the department's health and safety folder - this includes, but is not restricted to, the necessity for the following:
  - correct aseptic technique
  - proper attire (lab coat, glasses, gloves, no shorts, closed-toe shoes, hair-tied back etc)
  - rules for the handling of potentially pathogenic organisms
  - labeling of all samples **correctly** (name of organism, name of student, date) – use labeled tape on all glassware, sharpie (no tape) on the agar side of a plate
  - clean-up/sterilization of spills and contaminated materials

(This is the material taught and covered in the first few weeks of the micro 310 lab course)

- If the student has not had any micro training, most importantly aseptic technique, then you, the instructor, are responsible for training the student in all of the above first **and** have them become familiar with the BSL-1 & 2 section of the health and safety rules
- Students are not permitted on their own in the lab without another *trained* person with them (which probably means an instructor since most non-micro students won't have access anyway)
- Students are not permitted in the micro **prep** room at any time (it is kept locked) - only trained staff, research students and lab assistants have key access (although students are permitted with you, the instructor, to help them make media etc).
- Once trained, students can work on the main lab benches and use the incubators in the **main** lab.
- Students are **not** permitted to use the autoclave so it is the instructor's responsibility to autoclave media/equipment before *and* after its use.
- All samples/bacteria/media must be stored in the instructor's refrigerator or on the benches in the main lab. The microbiology prep room fridge contains sterile media for the micro 310 course only (I try to avoid any bacteria in there as far as possible). The smaller fridge/freezer contains BSL-2 slants and is "off limits" so as to avoid contamination of both the slants and untrained personnel. The micro prep room incubator is for research (never been a problem, just be sure to check with the micro instructor so he/she is aware of contents if asked) and micro lab course incubations only.