

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: Policy on Short Term Workers in BSL-2 Labs		
SOP Number: IBC-PP-035	Revision Number: 2	Section: Biosafety
Author: Patricia Cox		Effective Date: 7/17/2013

1. Purpose

- 1.1. This procedure refers to IBC applications only.
- 1.2. The purpose of this procedure is to describe the process by which PI's can add short term personnel to currently approved IBC applications.

2. Key Word Definitions

- 2.1. BSO: Biological Safety Officer
- 2.2. IBC: Institutional Biosafety Committee
- 2.3. PI: Principal Investigator
- 2.4. Short term worker: A student, visiting scientist or other research participant who plans to work in the lab for 4 months or less.

3. Responsibilities and Authorities

3.1. PI

- 3.1.1. Submits the names of short term workers to the BSO;
- 3.1.2. Defines length of time of work for each short term worker;
- 3.1.3. Describes the duties/responsibilities of the worker in the lab.

3.2. BSO

- 3.2.1. Processes personnel changes;
- 3.2.2. Verifies biosafety training of short-term workers

4. [CP1] Items Needed

- 4.1. None

5. Procedure

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5.1. The PI will send an email to the BSO with the following information:

5.1.1. the IBC application number;

5.1.2. the names of the short term workers;

5.1.3. the duration of their participation;

5.1.4. the duties/responsibilities of the worker in the lab.

5.2. The BSO will print the email and add to the file of that IBC application under which the worker will be participating.

5.3. Because the length of time of work is defined on the email, it will not be necessary for the PI to submit an email removing the worker.

5.4. If at some point, the worker should stay on longer, then an IBC modification will be submitted as per IBC-PP-009.

5.5. All training requirements for the IBC application must be met by short-term workers.

6. Associated SOPs

6.1. IBC-PP-009

7. Associated Forms

7.1. None

8. References

9. Revision History

9.1. Revised 8/24/2015 and approved 9/16/2015

9.2. Revised 11/18/16 and approved 1/18/17

10. Approvals

Reviewed by: _____ Date Reviewed: _____

ORC Standard Operating Procedure

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Biological Safety Officer

Approved by: _____ Date Approved: _____
IBC Chair