

Bloodborne Pathogen Exposure Plan Checklist

Section I: General Laboratory Information

1. Name of Principle Investigator(s) or Supervisor(s):

2. PI signature:

Date:

3. Department/Lab/Center:

4. Office Number and Phone Number:

5. Laboratory Room Numbers where human materials are used and/or stored:

6. Please list COUHES Approval #:

7. Accepted for the EHS Office's Biosafety Program:

Date:

Section II: Brief Description of the Project(s)

Section III: Occupational Exposure

1. Infectious Materials Used in This Laboratory *(check all that apply)*

a. Established human cell lines (list cell name and/or tissue type) Is this from a cell line repository, commercial source or another investigator?

b. Human blood, serum, plasma, blood products, components, or primary cell cultures or primary cell lines. (List cell name and/or tissue type) Was the specimen tested for any viral agents? If so, what?

c. Human body fluids: cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, semen, vaginal secretions, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and body fluids in situations where it is difficult or impossible to differentiate between body fluids. (list body fluid type and source)

<input type="checkbox"/>	d. Unfixed human tissue or organ (other than intact skin). (list tissue type and source)
<input type="checkbox"/>	e. Cell, tissue or organ cultures containing HIV; culture medium or other solutions containing HIV or HBV; blood, organs or other tissues from experimental animals infected with HIV or HBV. (list cell name and/or tissue type, and source)

2. Job Classifications with Occupational Exposure: Please list names, kerberos, and job classification for those who work with human materials.

Name	Kerberos ID	Job Classification (e.g. Post Doc, Grad Student, UROP)

3. Procedures and Tasks Involving Human Blood or Other Infectious Material

<input type="checkbox"/>	a. Injections into humans or animals using human specimens including cell lines.
<input type="checkbox"/>	b. Other use of needles with human specimens including cell lines.
<input type="checkbox"/>	c. Preparing, dissecting, cutting, or otherwise handling human blood, tissue, or cell lines.
<input type="checkbox"/>	d. Pipetting, mixing, centrifuging, or vortexing human blood, fluid, tissue, or cell lines.
<input type="checkbox"/>	e. Handling tubes or other containers of human blood fluid, tissue or cell lines.
<input type="checkbox"/>	f. Cleaning up spills of human blood, other body fluids or cell lines.
<input type="checkbox"/>	g. Preparing or handling primary and established human cell cultures.
<input type="checkbox"/>	h. Basic first aid with human blood or fluid exposure.
<input type="checkbox"/>	i. Performing cardiopulmonary resuscitation (CPR).
<input type="checkbox"/>	Other: <i>(please specify)</i>

Section IV. Sharps Management

1. List Special Sharps Procedures Currently Being Used

(If needles are not handled as part of the research or work covered by the supplement, please put N/A below and proceed to Section V. For those who handle needles: **recapping needles by hand is prohibited.**)

Procedure	Mechanical Devices Used	Recap	If recap, what method is used?
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

		<input type="checkbox"/>		
<p>2. The PI and/or Supervisor must solicit input from the laboratory/work area personnel who are potentially exposed to injuries from contaminated sharps in identification, evaluation, and selection of effective engineering and work practice controls and must document that solicitation in the Exposure Control Plan. Please document consideration and implementation of appropriate commercially available effective safer medical devices designed to eliminate or minimize occupational exposure.</p>				
<p>Section V. Equipment Decontamination</p>				
<p>1. List Instructions and Schedule for Decontaminating and Maintaining Equipment</p>				
Facility area, surface or equipment to clean and/or decontaminate (Example: biosafety cabinet)	Decontamination Instructions (Example: wipe with 70% ethanol before and after working in cabinet daily basis)	Frequency (daily, weekly, etc.)	Cleaning Agents and/or Disinfectants Used (Example: 70% ethanol)	
<p>2. Specify any special waste handling procedures, if applicable.</p>				
<p>3. Do you have a piece of equipment that you cannot disinfect or clean? Please identify that equipment below and provide the reason(s) why it cannot be cleaned or disinfected.</p>				
<p>Section VI. Engineering Controls</p>				
<p>1. List what Engineering Controls are Utilized (for example: biosafety cabinet, sharps containers, etc.)</p>				
Engineering Control (Example: sharps container)	Location	Schedule of Maintenance (Examining and maintaining on a daily, weekly, etc. basis)	Person Responsible for reviewing effectiveness of these controls (example: supervisor)	
<p>Section VII. Personal Protective Equipment (PPE)</p>				
<p>1. List how PPEs are used, decontaminated and disposed.</p>				
Personal Protective Equipment	Tasks Requiring Use	Person Responsible for Providing PPE	Disposal Instructions	Decontamination Instructions
Disposable Gloves				
Utility Gloves				

Laboratory Coats				
Safety Glasses				
Aprons				
Face Shields and Masks				
Other				

Section VIII. Spill Decontamination

1. List procedures if and where to find spill clean-up materials (i.e. tongs, dustpan and broom, forceps, spill kits, etc.) for picking up broken contaminated glassware. See Flip Chart for spill clean-up procedures.

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