



COLORADO

Laboratory Services Division

Department of Public Health & Environment

BSL-3 Laboratory Training Checklist

The Biosafety Level 3 (BSL-3) Laboratory Training Checklist is used to document the completion of prerequisite readings, trainings, and competencies; prior to providing access to a BSL-3 laboratory for individual work. Each BSL-3 laboratory has unique requirements for access approval. The requirements are determined by the Responsible Official and Principal Investigator. Some fields may be not applicable to the specific BSL-3 laboratory to which the access is being requested.

Pre-Entry: Policies and Procedures	
The employee has reviewed and acknowledged the following documents, within the last year:	Date Completed/Trainer Initials
Safety 352: Biosafety Plan	
Safety 353: Chemical Hygiene Plan	
Safety 357: Hand Hygiene Policy	
Safety 542: Sharps Handling Policy and Management Procedures	
Safety 544: Biological Spill Clean-up and Gross Laboratory Decontamination Procedure	
Safety 547: Incident Response Plan	
Safety 548: Security Plan	
CDPHE LSD 550: Biological Waste Disposal Policy and Procedure	
CDPHE LSD 631: Biosafety Cabinet Use and Operation Procedure	





COLORADO

Laboratory Services Division

Department of Public Health & Environment

Pre-Entry: Policies and Procedures (continued)

The employee has reviewed and acknowledged the following documents, within the last year:	Date Completed/Trainer Initials
CDPHE LSD 632: Procedures for Conducting a Biological Risk Assessment	
LRN 648: Duties of the RO and ARO During a Laboratory Emergency Response Event	

Pre-Entry: Training

The employee has completed the following on-line training courses:	Date Completed/Trainer Initials
General Laboratory Safety - CO.Train: 1048380 (within the last year)	
Agent-Specific Training - <i>Bacillus anthracis</i> - CDC.Train: 1072658	
Agent-Specific Training - <i>Brucella spp.</i> - CDC. Train: 1072693	
Agent-Specific Training - <i>Burkholderia spp.</i> - CDC.Train: 1072692	
Agent-Specific Training - <i>Francisella tularensis</i> - CDC. Train: 1072700	
Agent-Specific Training - <i>Yersinia pestis</i> - CDC.Train: 1072699	



**COLORADO****Laboratory Services Division**

Department of Public Health & Environment

Pre-Entry: Miscellaneous

The employee has completed the following required tasks:	Date Completed/Trainer Initials
Obtained access to the Laboratory Response Network (LRN) website: lrnb.cdc.gov	
Completed an N95 respirator fit test, within the last year	

Access Control

The employee has received training on the following access control procedures:	Date Completed/Trainer Initials
Escorting a visitor into the BSL-3	
Documenting visitors in the Visitor's Log	

Equipment and Supplies

The employee has received training on the following procedures related to BSL-3 equipment:	Date Completed/Trainer Initials
Personal Protective Equipment (PPE) required for work within the appropriate BSL-3 laboratory	
Instances and situations for contaminated glove removal, within the biosafety cabinet (BSC)	
Confirming proper function of a BSC and logging data	
Minimizing aerosol generation by keeping aerosol-generating equipment in containment	





COLORADO

Laboratory Services Division

Department of Public Health & Environment

Equipment and Supplies (continued)

Decontaminating equipment/supplies used, after completion of work and prior to removal from the laboratory

Practices and Procedures

The employee has received training on the following practices and procedures related to the BSL-3 laboratory policies and regulations:

Date Completed/Trainer Initials

The proper handling, storage, and disposal of biological materials within the BSL-3 laboratory

The proper use, handling, and disposal of sharps

The proper disposal of biohazardous waste

The sterilization of biohazard waste, using an autoclave, and documenting bioindicator sterilization confirmation

Reporting: spills, incidents, sharps injuries, exposures, and theft/loss of biological agents

Emergency Response Procedures

The employee has received training on the following emergency response procedures related to the BSL-3 laboratory policies and regulations:

Date Completed/Trainer Initials

Awareness of the building evacuation procedures

Competency in responding to and mitigating a biological spill

Response to an airflow alarm





Emergency Response Procedures (continued)

The employee has received training on the following emergency response procedures related to the BSL-3 laboratory policies and regulations:	Date Completed/Trainer Initials
Procedures for an exposure to a biohazard	
Locations of safety equipment; e.g. spill kit, fire extinguisher, first aid kit, etc.	
Proper use and application of the safety equipment	
Locations of the Biosafety Plan, Chemical Hygiene Plan, and Incident Response Plan	

Entry Procedures

The employee has been trained on the practices to complete, prior to entering the BSL-3 laboratory:	Date Completed/Trainer Initials
Importance of negative air pressure	
Properly donning PPE, prior to entering the BSL-3 laboratory	

Exit Procedures

The employee has been trained on the practices to complete, prior to departing the BSL-3 laboratory:	Date Completed/Trainer Initials
Properly doffing and disposing of PPE, prior to departing the BSL-3 laboratory	
Demonstrated good hand hygiene, prior to departing the BSL-3 laboratory	





COLORADO

Laboratory Services Division

Department of Public Health & Environment

Select Agent Procedures

The employee has been trained on the policies and procedures, as they pertain to the Select Agent Program:	Date Completed/Trainer Initials
Sample acceptance	
Recording and maintaining chain-of-custody of the sample	
Reporting data and notifying relevant staff	

Access Approval

The employee was given full, unescorted access to the _____ BSL-3 laboratory on _____ (date). This access is approved by the Supervisor, Responsible Official, and Principal Investigator and will expire upon the employee's departure, change in job duties, or by determination of the Principal Investigator.	
Supervisor Approval	Responsible Official Approval
Principal Investigator Approval	

