

Print form, complete, and keep on file in lab

PRINCIPAL INVESTIGATORS/LAB SUPERVISORS RESPONSIBILITIES CHECKLIST

A. Responsibilities with new occupationally exposed employees

Principal Investigators/Area Supervisors must ensure:

- an exposure determination has been completed for each new employee with occupational exposure to human blood or other potentially infectious materials (OPIM*);
- new occupationally exposed employees receive training prior to initiation of work with human blood or OPIM;
- new occupationally exposed employees have been offered the Hepatitis B vaccine within 10 working days of assignment.

**New Employees with Occupational Exposure to Bloodborne Pathogens
(include name and relevant dates)**

Name	Date of Assignment	Exposure Determination Completed	Initial Bloodborne Pathogen Training	HBV Vaccine Offered

*OPIM: Other potentially infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any body fluid that is visibly contaminated with blood, any unfixed human tissue or organ, HIV and HBV containing cell culture solutions, and blood, unfixed organs or tissues from experimental animals infected with HIV or HBV, and sharp items contaminated with any of the materials listed above.

B. Use of Personal Protective Equipment

Identify tasks and procedures that may result in skin, eye, mucous membrane or parenteral contact with blood or OPIM, and list the personal protective equipment that will be utilized to minimize the exposure potential.

List Procedure and Check Required Protective Clothing

Task or Procedure with Blood/OPIM Exposure	Lab Coat	Surgical Gloves	Face Shield	Eye Wear & Surgical mask	Other: Solid Front Gown, Tyvek Jump Suit, Sleeve Covers, Booties, Head Cover, Respiratory Protection, etc.

Identify the location where supplies of personal protective equipment are kept: _____

Identify the person responsible for maintaining the supply of personal protective equipment: _____

List the location where employees store personal protective equipment before leaving the work area (personal protective equipment must be removed before leaving the laboratory): _____

C. Engineering Controls

List the engineering controls that will be utilized to eliminate or minimize occupational exposure, and identify personnel responsible for maintaining or replacing on a regular schedule to ensure their effectiveness.

Engineering Control	Personnel Responsible	Maintenance Schedule
Sharps Container	All lab members	Replace when 2/3 - 3/4 full
Plexiglass bench shield	All users	Decontaminate after use
Biowaste bags	All lab members	Replace when 2/3 - 3/4 full
Biosafety Cabinet	All users	Decontaminate before and after use, and immediately following a spill of blood or OPIM
Vacuum filters	All users	Replace when contaminated, wet or damaged
Plastic transport bins	All users	Decontaminate after use
Forceps and other mechanical means of sharps collection	All personnel	Decontaminate after use

D. Disinfection and Decontamination

The Principal Investigator/Lab Supervisor is responsible for ensuring that laboratory is kept neat and clean. Work surfaces and lab equipment must be decontaminated with a suitable disinfectant (such as 1-10% household bleach or an EPA registered tuberculocidal disinfectant) after use, or immediately after a spill of human blood or OPIM.

Provide a schedule for general disinfection in the lab: _____

Provide an outline of the decontamination and spill response procedure: _____

List disinfectants that will be used for these purposes: _____

Identify responsible personnel: _____

E. Additional Responsibilities of the Principal Investigator/Lab Supervisor (Check the following has been completed)

- Antiseptic towelettes have been provided for pre-handwashing in areas without hand washing stations. Researchers have been instructed to wash hands as soon as feasible after the pre-wash.
- Equipment scheduled for moving, repair, or disposal has been appropriately decontaminated and labeled with a Biological Safety Notice. All components that could not decontaminated have been labeled with the biohazard symbol.
- Contaminated laundry is placed in a biohazard bag and sent to a service that practices Universal Precautions.
- Personnel understand the appropriate post-exposure response and follow-up procedures.