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# BioSide Lines

FOSTERING SAFE WORK & LABORATORY PRACTICES THROUGH

## Personal Protective Equipment When is PPE required to be worn?

PPE, or Personal Protective Equipment, forms a barrier between you and the hazardous material present in your lab. When PPE is used properly, it can be effective in preventing lab-acquired infections. PPE can also prevent accidental release of hazardous or regulated material, which could harm others or the environment, by protecting your street clothes from contamination.

A hazard assessment should be performed to determine what PPE is appropriate for the type of work that will be conducted in a specific lab. Your lab's Biosafety Protocol will list which PPE are required or recommended as well. When entering a lab, personnel must wear

closed toe shoes and their legs must be covered (e.g. pants, long skirt, etc.). This will help protect the areas of your body that are not covered by standard lab PPE.

At a minimum, a lab coat and eye protection must be worn, regardless of the biosafety level of the lab, as stated in the Biohazard Recognition and Control document published by the UW-Madison Institutional Biosafety Committee (IBC) (<http://www.ehs.wisc.edu/documents/bio-BRCrev042012.pdf>). In addition to lab coats and eye protection, gloves must be worn when handling hazardous material and rDNA or recombinant organisms. Respiratory protection, face protection,

and additional PPE may also be required depending on the hazards present and the types of procedures that are used.

It is important to wear a lab coat and eye protection whenever hazardous material is present in the lab, even if you are not directly working with it. Coworkers or malfunctioning equipment can cause accidents that can result in the creation of aerosols, spreading hazardous material throughout the lab. Lab coats and eye protection must be available to anyone entering the lab, including visitors. If you practice good habits and wear PPE whenever you are in the lab, you will be prepared and protected in the event of an accident.

### *Biosafety Training Survey: Your Input Matters*

Here in at the Office of Biological Safety (OBS), we are always looking to improve our training program and serve you better. We are currently in the process of developing

building specific biosafety training, targeting research facilities that have shared space and equipment. To participate in our anonymous, brief biosafety training sur-

vey, please go to this link or copy it into your browser:

[https://uwmadison.qualtrics.com/SE/?SID=SV\\_0NRRdZUMVIJnep7](https://uwmadison.qualtrics.com/SE/?SID=SV_0NRRdZUMVIJnep7)

# LABORATORY SAFETY:

## *Gloves, Lab Coat, Eye Protection*

*I want common sense mixed in, not on the side, please!*

For those of us who have many years of experience working in laboratory, throwing on a lab coat and gloves becomes second nature, maybe as thoughtless of an action as brushing your teeth or tying your shoes. We want laboratory staff to automatically put on eye protection, coats, and gloves every time you enter the laboratory, much like when you reach across your lap to fasten your seatbelt in a vehicle. However, the question at hand is: When was the last time you thought about WHY you are wearing certain personal protective equipment (PPE) in your laboratory? I will give you a hint; the answer is not “because my PI said so.”

The reasons why you are asked to wear specific PPE when conducting work with certain biological agents are not much different from the reasons you are required to wear your seatbelt while inside of a moving vehicle, they are both put in place to protect, and perhaps save, your life.

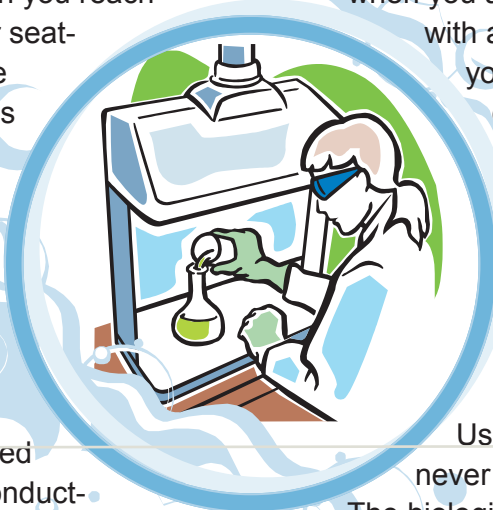
Take a few minutes and think about what the hazards are in your laboratory. What are the real risks you face? What are the potential consequences for not protecting yourself while performing these activities? Are you willing to live with skin irritation or a burn scar? Are you willing to live without your eyesight?

The type of PPE required for work in your laboratory is listed in your Biosafety Protocol and also **should** be posted on the exterior door to your laboratory. Remember that the required PPE is to be worn in all areas in the laboratory; e.g. eye protection should be donned upon entry to the laboratory, not just when you are conducting an activity with a splash risk. Visitors in your laboratory are also required to wear appropriate PPE and that they may not be familiar with the type of research you do and the risks involved.

What happens in the lab stays in the lab.

Used or “dirty” PPE should never leave laboratory space.

The biologicals that you work with should not join you at your desk while you sip your coffee and update your Facebook page, or attend your next seminar, or join you for an intimate lunch. When you leave the laboratory you should be pathogen free, and the best way to do that is to wear PPE and remove it upon completion of work, and then disinfect yourself before entering the real world. A hefty helping of hand washing always comes highly recommended as well.



### *Biosafety Reminder: Separate lab & non-lab areas*

In a perfect world, the laboratory would be clearly separated from non-laboratory areas, such as office cubicles, bathrooms, break rooms and common hallways. But even in the best designed buildings there are still points where the demarcation between “lab” and “non-lab” can be fuzzy. Just as it is important to keep ourselves protected at all times when in the laboratory, we must remember that laboratory items (whether waste, equipment, tools, PPE) must also remain separated from the non-lab areas.

## Biosafety Practices: *PPE For Visitors in the Lab*

So you've done the risk assessment for your laboratory and have determined the appropriate PPE (lab coat, gloves, eye protection, etc.) that researchers must wear in the lab. This PPE will provide protection from many of the chemical and biological hazards in the lab, especially when research is being actively conducted.

But what about visitors? Do they need to wear the same PPE when they aren't doing research in the lab?

The short answer is YES.

Non-lab personnel often need to enter laboratories in order to repair equipment, do routine cleaning and maintenance, to inspect lab spaces for regulatory compliance reasons, or just to observe research and/or research spaces belonging to collaborators. It is the responsibility of host lab personnel to ensure that proper PPE is available to

and worn by any visitors entering the laboratory spaces. If the policy of the lab, based on the type of materials being handled, is that pants, closed-toe shoes, gloves, eye protection, and lab coats must be worn when any materials are being manipulated in the lab, then the same PPE requirements apply to visitors. For instance, if a plumber needs to repair a sink during the day, then appropriate PPE must be provided to them by lab staff so that the plumber is protected against potential hazards.

Protect your lab's visitors! Provide information to visitors about any hazards they may face in the lab, both verbally and through the use of signage, and make sure they wash their hands before they exit the lab. Contact the UW-Madison Office of Biological Safety with any questions about PPE usage by lab personnel and/or visitors.



## Biosafety News: *Protocol Renewals and Extensions*

Biosafety protocols should be submitted to the OBS at least two months prior to the expiration date to ensure adequate time for review.

Allowing your protocol to expire, or not allowing adequate time for OBS to review the protocol prior to impending expiration date may result in research or funding delays. OBS can no longer be as lenient in granting extensions for protocols past the expiration date.

Also, protocols that have not been pre-reviewed by OBS will not be considered at

the monthly UW-Madison Institutional Biosafety Committee (IBC) meeting. While we will try to accommodate requests for expedited review, this is not always feasible. Please submit your protocol in a timely manner to ensure there are no delays.

For more information on Biosafety protocols and the protocol submission process, please see the OBS website

[www.biosafety.wisc.edu](http://www.biosafety.wisc.edu) and select the Protocol tab or contact us via email at biosafety.wisc.edu or by phone at 263-2037.



# Training Update

## *How to Find Your Biosafety Training Record*

Maintaining training records is a vital part of managing a research laboratory here on campus. We often receive requests for training certificates or records from UW staff who have completed the Biosafety training courses.

OBS does not routinely offer certificates or send notification when a course is completed on Learn@UW. But you can obtain a record of your training in one of two ways:

- 1) Use the Graduate School Lookup Utility (aka Training Lookup Tool); **OR**
- 2) Print the Quiz Submission page in your Learn@UW course

The Graduate School Lookup Utility is a tool used to capture specific Learn@UW course information in order to create a searchable general training record for staff on campus. The Graduate School manages the Lookup Utility and the programming necessary to access Learn@UW records. The OBS, as part of the Environment, Health & Safety Department (EH&S), has coordinated with the Graduate School to have some of our Learn@UW training course records included in the data capture.

The Lookup Utility accessible with your UW NetID login at this link: <https://my.gradsch.wisc.edu/lookups/citi/trainingStatus.html> or you can also access the Lookup Utility by going to the OBS website [www.biosafety.wisc.edu](http://www.biosafety.wisc.edu), select the Bio Training tab and click the text "Biosafety Training Record Lookup Tool"

The Lookup Utility captures data from several required Learn@UW Safety courses, such as Biosafety 101, 104, and 201. However, optional course records may not be available through the Lookup Utility.

To print the Quiz Submission page in your Learn@UW course, you must print the screen which is shown after you submit the quiz (quiz results or quiz submission page). You can print this page either immediately after submitting the quiz OR if you previously completed the quiz, simply go back into the course page, navigate to the quiz and click on the quiz title. On the next page there should be an arrow next to the quiz title - click on the arrow to drop down a menu. Select "Submissions" from the menu. This submission page shows the course name, quiz name, your score and the date you completed the quiz. You may print this page for your training record.

For help with Learn@UW, please see the following [Learn@UW Knowledge Base](#) topics: [Learn@UW—Submitting a Quiz](#) and [Learn@UW—Determining if Your Quiz Attempts Have Been Submitted](#) .

Contact the Learn@UW - DoIT Help Desk for assistance [help@doit.wisc.edu](mailto:help@doit.wisc.edu)



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