2020 UF Bloodborne Pathogen (BBP) and Biomedical Waste Training (BMW) Program
Instructions

Checklist

☐ Return the Receipt Acknowledgement and Training Coordinator Designation form to EH&S as soon as possible or not later than May 8, 2020.

☐ Trainer views the Train-the-Trainer session online. 2020 BBP/BMW Train-the-Trainer sessions for department trainers and coordinators will be exclusively online through myTraining.

☐ Trainer identifies who to train, notifies them, tracks their training and returns the Training and Vaccination - Acceptance/Declination Statements for new employees to EH&S as they are received.

Compliance Instructions for Departments

General Information

All employees, students, and affiliates at risk of exposure to bloodborne pathogens must participate in annual bloodborne pathogen training. This includes those who handle human or non-human primate blood, tissues, primary human cell lines, and certain human body fluids. The program may include principal investigators, nurses, physicians, laboratory workers, residents, students, and others. Please note that at UF there are secretaries, custodial workers, and teachers included in the at risk group due to the nature of the work they perform.

It is the responsibility of the employer to determine who is in the at risk population. Please read through the Exposure Control Plan at http://webfiles.ehs.ufl.edu/BBP_ECP.pdf to determine which, if any, employees in your area are at risk of exposure.

Instructions

1. Determine the at risk population.
All employees, students, and affiliates that have reasonably anticipated exposure to human blood, human tissues, or certain other body fluids shall be included. Researchers and their staff working in HIV, Hepatitis B or Hepatitis C research laboratories are also required to participate. Please include faculty, staff, OPS, students, part-time and temporary employees in your determination. All employees who are at risk of exposure are covered under this program. Please remember to include employees who participated last year if their job duties still warrant their inclusion in the program.
To assist your determination of the at-risk population, please read over the Exposure Control Plan. For questions, email the Biosafety Office at bso@ehs.ufl.edu.

2. **Appoint a Training Coordinator.**

For departments in which only a few people are included in the at risk population, the principal investigator associated with the laboratory that does the majority of the human blood or tissue work is a good choice.

For larger departments, we suggest appointing several training coordinators. Some departments divide training responsibilities among the sub-groups in their department (e.g. Medicine into Medicine Internal, Medicine Gastro, etc.). Many departments have had success appointing a faculty member as a subject adviser and support staff to complete the administrative tasks.

All BBP trainers must view the Train-the-Trainer session in myTraining (course code EHS850T).

Trainers can access the Bloodborne Pathogens/BMW “Train the Trainer” Resource Guide for assistance and detailed instructions for assigning their department’s training.

3. **Return the Receipt Acknowledgment and Training Coordinator Designation form to EH&S as soon as possible or no later than May 8th.**

This response may be faxed to the Biological Safety Office, fax # 352 392-3647, emailed to bso@ehs.ufl.edu or sent via campus mail to Box 112190. Please email questions to bso@ehs.ufl.edu.

4. **BBP/BMW Training**

All employees with potential occupational exposure to human blood, tissue or body fluids must undergo annual training. However, not all members of the department need be trained in the same manner. Training should be appropriate to the people being trained.

The components of the training program are specified by law and are outlined on p. 4-5 of the Exposure Control Plan.

5. **Checking for BBP/BMW Compliance**

It will no longer be necessary to return a list of those trained to the Biosafety Office (except for those departments who conduct live training sessions) **BUT** – it will be the BBP training coordinator’s responsibility to check for compliance and remind non-compliant personnel to complete their training.

**BBP trainers must have at a minimum the Reporter role security to view the BBP completions for their department in myTraining. BBP trainers who currently have a Proxy role do not need the Reporter role to track completions.**
Trainers must contact their Departmental Security Administrator (DSA) and Department Identity Coordinator to ensure they have the correct security and/or role (details below).

**Department Security Administrators** must request or confirm the BBP/BMW Training Coordinator has one of the following security roles:

- **UF_N_EL_REPORTER security role for myTraining** to access the reporting functionality. The Reporter role will allow the Training Coordinators to run completion reports AND complete personal learning functions as needed.

- **UF_N_EL_PROXY security role for myTraining** to access the manager functionality. This role is assigned to users allowing them to perform delegated training administration functions including enroll/assign training directly, view reports and personal learning functions as needed.

- When requesting either of these roles, the DSA must enter **ONE** of the following domain codes (without the quotes) in the **Authority Area**: "UF" for University of Florida, "UFHS" for UF Health, or "GLOBAL" for both UF and UFHS. A user can only have one security role per domain within myTraining.

- **DeptID setup for HRMS** to identify the department(s) to which the Training Coordinator must have access. This access uses the department tree, so be sure to enter the highest level Dept ID(s) appropriate. This access may already have been set up for tasks other than training.

**Department Identity Coordinators** must request or confirm non-employed individuals are affiliated with your department.

- **Departmental Associate Affiliation for Identity Access Management** to manage/report non-employed individuals in your department. For non-employed students, the departmental associate relationship will be in addition to the default relationship with Registrar’s Office. For volunteers, this relationship may be in addition to another department affiliation already established.

6. **Complete Training & Vaccination Forms**

All at-risk employees must be offered the hepatitis B vaccination series. **New employees** or new participants in the BBP program who decline or accept the series are required to complete and sign the **Training and Vaccination - Acceptance/Declination** statement prior to performing job duties that involve exposure.

To accept the HBV vaccination series, the employee should sign the Acceptance/Declination statement and call the Student Health Care Center at 294-5700 to make an appointment to start the vaccination series. Those who have already been vaccinated or are declining vaccination should check the appropriate box on the form, sign and return the form to EH&S.

Current employees who have previously filled out a Training/Vaccination form **do not need** to complete a new form each year if they completed the form correctly, i.e., declined, or accepted the vaccination and completed the Hep B series.

Proof of vaccination prior to initial acceptance into a UF-sponsored program that may involve exposure to human blood, tissue, or certain body fluids, may be required. Anyone who declined in the past and now wants the Hep B immunization can complete the form again at any time and call the Student Health Care Center to initiate the vaccination series.