2021 UF Bloodborne Pathogen (BBP) & Biomedical Waste Training (BMW) Program Instructions

Checklist
☐ Return Receipt Acknowledgement and Training Coordinator Designation form
☐ Trainer views the 2021 BBP/BMW Train-the-Trainer session in myTraining
☐ Trainer identifies who to train, notifies them, tracks their training and has new BBP program participants complete the Training and Vaccination - Acceptance/Declination Statements

Compliance Instructions for Departments

All employees, students, and affiliates at-risk of exposure to bloodborne pathogens must participate in annual bloodborne pathogen training.

Please read the Exposure Control Plan at http://webfiles.ehs.ufl.edu/BBP_ECP.pdf to determine which, if any, of your people are at-risk of exposure, as it is the employer’s responsibility to determine the at-risk population.

Instructions
1. Determine the at-risk population.
Include all employees (faculty, staff, OPS, students, part-time and temporary), students, volunteers, and affiliates that have reasonably anticipated exposure to human blood, human tissues, or certain other body fluids. Researchers and their staff working in HIV, Hepatitis B or Hepatitis C research laboratories must also participate. Remember to include employees who participated last year if their job duties still warrant inclusion.

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, one per each division, for instance. 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 to:
   bso@ehs.ufl.edu, faxed to 352 392-3647, or sent via campus mail to Box 112190.

4. BBP/BMW Training
   All employees with potential occupational exposure to human blood, tissue or body fluids must undergo annual training that is appropriate to the people being trained. The training program components are specified by law and are outlined on p. 4-5 of the Exposure Control Plan.

5. Checking for BBP/BMW Compliance
   The department’s BBP training coordinator is responsible for checking for compliance and reminding non-compliant personnel to complete their training. There is no need to send a list of those trained to our office unless a live training session was conducted.

   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. (See Security Roles)

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 are required to complete and sign the Training and Vaccination - Acceptance/Declination statement prior to performing job duties that involve exposure.

   Current employees who have previously filled out a Training/Vaccination form do not need to complete a new form each year, though they can always submit a new one if they declined the vaccination in the past and now wish to accept the vaccination.

   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.