

EH&S Agent Registration Workbooks

The Department of Environmental Health & Safety (EH&S) utilizes an electronic workbook to collect information from investigators. There are two types of agent registration workbooks that are submitted to EH&S.

- Research projects involving animal work or a combination of animal and recombinant DNA work are no longer required to be registered with EH&S via an Agent Registration Workbook. All of this work should be registered with the Institutional Animal Care and Use Committee using the ARO online registration system: www.aro.pitt.edu.
 - During the ARO online registration process, information regarding biological and chemical agents administered to animals and/or recombinant DNA materials administered to animals will be collected and forwarded to EH&S for review and generation of a protocol specific risk assessment.
 - Research projects involving only recombinant DNA or other hazardous materials should be registered with EH&S using the Agent Registration Workbook
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Registration of Projects Involving only Recombinant DNA

- Each project involving recombinant DNA requires an IBC rDNA application and an EH&S workbook. All biological agents listed in the IBC application must also be listed in the EH&S workbook.
- Examples of such projects:
 - Cloning and vector construction in bacteria and yeast
 - In vitro use of viruses or viral vectors
 - In vitro use of transduced or transfected cells
 - For a full listing please visit <http://www.abc.pitt.edu/>
- Workbooks associated with IBC (rDNA) protocols are terminated or expire when the associated IBC (rDNA) protocol is terminated or expires.

Registration of Projects Involving Hazardous Materials

- Any project not described in an IACUC or IBC (rDNA) protocol that is conducted at BSL-2 or higher and/or utilizes a specified hazardous chemical agent should be registered with EH&S.
- EH&S Agent Registration Workbooks must be updated every three years or at any time the research project is significantly modified.
- Examples of such projects:
 - Study involving human cell lines or primary human tissues, cells, or blood
 - Study involving hazardous chemicals (e.g. immunohistochemistry, western blots, etc.)
- If you are unsure if your project should be registered with EH&S, please contact our Hazard Assessment Coordinator at 412-648-0197.

EH&S WORKBOOK APPROVAL PROCESS

Follow the steps listed below to obtain EH&S approval. A checklist is provided for your convenience.

Action Items	PI Checklist	X
1. Visit http://www.ehs.pitt.edu/biological/workbook.html to obtain the most current version of an EH&S Agent Registration Workbook.	Obtain current version of workbook	
2. Instructional guides for PC & MAC users, sample phrases for the workbook, and web references (links to additional health and safety information on Biosafety Levels, chemical/drug hazards, risk mitigation strategies, etc.) can be found at: http://www.ehs.pitt.edu/biological/workbook.html .	Complete all sections of workbook, including tabs for individual agents	
3. Once the workbook is filled to completion, submit electronically to biosafe@ehs.pitt.edu	Submit workbook to EH&S	
4. EH&S will reply with a confirmation of receipt and an EH&S workbook number. It is suggested that you keep a table with all EH&S workbook numbers, titles, and, if applicable, associated IBC protocols.	Record workbook number for future reference	
5. After EH&S initiates its review, you will be notified of any issues with your workbook, including out-of date training or medical surveillance requirements.	Revise workbook (if requested)	
	Complete training or medical surveillance requirements if notified	
6. EH&S will send you an approved protocol specific risk assessment for rDNA and Hazardous Materials workbook.	Review Risk Assessment with all impacted personnel.	

EH&S RISK ASSESSMENTS

Risk assessments are generated for all submitted protocols and/or EH&S agent registration workbooks. These protocol specific risk assessments include complete descriptions of risk factors and mitigation as well as safe handling/use instructions for all biological, chemical, and radiological materials listed in the IBC rDNA protocol and corresponding EH&S workbook.

EH&S TRAINING AND MEDICAL SURVEILLANCE REQUIREMENTS

One or more of the following requirements may be assigned to your laboratory personnel depending on the agents listed in your protocol and corresponding EH&S workbook.

Name of Training	Requirement	Details
Bloodborne Pathogen Training (BBP)	Annual	On-line: http://cme.hs.pitt.edu/ Live: Bloodborne Pathogens Training Sessions are held at 9 AM in room 102 Benedum Hall. The schedule can be found at: http://www.ehs.pitt.edu/assets/docs/EHSTrainingDates2012.pdf .
Chemical Hygiene Training (CH)	Every 3 Years	On-line: http://cme.hs.pitt.edu/ <i>Use of Laboratory Animals in Research and Education (formerly RPF Module 3)</i> is also valid for CH training. EHS encourages animal users to re-take this module every three years for the Chemical Hygiene re-training, as the occupational health and safety section is specifically geared towards animal users. Live: Chemical Hygiene Training Sessions are held at 9 AM in room 102 Benedum Hall. The schedule can be found at: http://www.ehs.pitt.edu/assets/docs/EHSTrainingDates2012.pdf .

Animal Exposure Surveillance Program (AESP)	Full Questionnaire: One-Time Enrollment	Enrollment in the Animal Exposure Surveillance Program (AESP) is mandatory for all personnel listed on an IACUC protocol. The AESP is used to identify and enroll animal users in preventive medicine programs and to provide occupational health information related to the use and care of animals at the University. To enroll, a pre-placement Health Questionnaire must be completed. This can be found at: www.ehs.pitt.edu/biological/animal.html . Once the questionnaire has been completed, e-mail the completed questionnaire to Dr. Lang, langyc@upmc.edu or fax: 412-647-1993.
	Update Form: Every 3 Years	University EH&S requires that employee health information be updated at least every three years for all personnel enrolled in the Animal Exposure Surveillance Program (AESP). The AESP Update Form is available at: www.ehs.pitt.edu/biological/animal.html . Once the questionnaire has been completed, e-mail the completed questionnaire to Dr. Lang, langyc@upmc.edu or fax: 412-647-1993.
Tuberculosis Monitoring (TST)	Every 6 Months	Contact Employee Health, 412-647-3695. If you have your results read at a location other than Employee Health Services please be sure to send the results to Dr. Yolanda Lang, langyc@upmc.edu or fax: 412-647-1993.
Measles-Rubeola Vaccination / Measles Titer (MRV-MT)	One-Time / Every 10 Years	Contact Employee Health, 412-647-3695.
BSL-3 Health Questionnaire (BSL3-HQ)	Annual	Medical evaluation via questionnaire is required for all personnel working in BSL-3 assigned areas. The questionnaire is available at www.ehs.pitt.edu/biological/ . Once the questionnaire has been completed, e-mail the completed questionnaire to Dr. Lang, langyc@upmc.edu or fax: 412-647-1993.
Respirator Fit Test (RF)	Annual	Call EH&S to arrange an appointment: 412-624-9505.
BSL-3 Training (BSL3)	Annual	Contact EH&S to schedule BSL3 training: 412-624-9505. Once a training session is <u>scheduled</u> personnel will be approved.
CDC/DOJ Clearance (CDC/DOJ)	3-5 years as set by the CDC/DOJ	Contact Jay Frerotte, EH&S Director, to initiate the CDC/DOJ clearance process: 412-624-9544. Once the clearance process has been <u>initiated</u> , personnel will be approved. NOTE: CDC/DOJ clearance may take up to 45 days.