

STANDARD OPERATING PROCEDURE

Establishing a Biological Safety Level 2 (BSL-2) Laboratory

Scope

The scope of this standard operating procedure (SOP) is to give step-by-step instructions for the University of Texas at Arlington (UTA) Principal Investigator (PI) and/or laboratory supervisor to establish a Biological Safety Level 2 (BSL-2) laboratory area with appropriate registration, inspection, documentation, trainings, and other requirements while improving safety and ensuring compliance with local, state, and federal regulations.

Registration

The UTA Environmental Health & Safety Office (EH&S) maintains a registry of all laboratories and personnel working with pathogens, toxins, and/or human (or other primate) blood, certain body fluids, and cells/tissues. UTA complies with the Centers for Disease Control and Prevention (CDC) recommendations for Biosafety in Microbiological and Biomedical Laboratories ([BMBL](#)), 6th Edition, revised June 2020. For purposes of this registration, a pathogen is defined as any organism known to or suspected of causing infection in humans, and a toxin as a proteinaceous poison that is highly toxic to humans. The CDC considers human/primate blood, some body fluids, and cells/tissues to be potentially infectious and work with these materials also needs be registered with EH&S.

The Human Pathogen Registration (HPR) (Form CO-EHS-F505) is used for registration of materials potentially infectious to humans. The PI/laboratory supervisor is responsible for completing this document appropriately and forwarding it to EH&S. The PI and/or laboratory supervisor is also responsible for notifying EH&S when the project has been terminated or when other significant changes occur using the Human Pathogen Registration Update (Form CO-EHS-F506). HPR and HPRU can be found in [the EH&S forms library](#).

Inspection & Documentation

After receiving Human Pathogen Registration, EH&S will conduct a laboratory inspection which starts the BSL-2 commissioning. EH&S checks compliance in the following areas: laboratory facilities, containment equipment, standard microbiological laboratory practices, special practices, and training compliance. EH&S documents the findings using Biosafety Level 2 (BSL-2) Commissioning Checklist (Form CO-EHS-F503) Please, check [the EH&S forms library](#). The completed BSL-2 commissioning report is sent to the PI and/or laboratory supervisor to review and take action when indicated.

Training

On-Line Training

The link to the EH&S Training Management site is <https://uta-ehs.org>.

The following on-line training courses are required depending on the work that will be conducted in the future BSL-2 laboratory area:

HAZARD COMMUNICATION & WASTE MANAGEMENT – ACADEMIC (CHEM200)

- This training must be completed by all faculty, staff and students who will work in laboratories and handle any type of hazardous chemicals.

BIOSAFETY LEVEL 2 (BSL-2) (BIOL500)

- This training is required for all faculty, staff and students who will work in BSL-2 laboratories.

BOODBORNE PATHOGENS FOR RESEARCH LABORATORY PERSONNEL (BIOL200)

- This training must be completed by all faculty, staff and students who will work in BSL-2 laboratories where human/primate blood, other potentially infectious materials (OPIM), tissue, cell lines/cancer cell lines are worked with and/or stored.

New employees or anyone who has never completed any EH&S safety training courses should click the “Log In” tab and set up an account using their UTA email address. Users should fill in all the profile information and create their own password at the bottom of the screen.

Current employees or anyone who has taken any EH&S safety training courses may already have an account. Choose the "Click here to retrieve your log-in information" button and a temporary password associated with the UTA email address will be sent. Once logged in, users may go to the Profile tab to reset their password.

Contact ehsafety@uta.edu if you encounter any problems or have questions concerning the EH&S Training Management site.

The courses are listed under the “Online Courses” tab. Click on the course title to register.

Site-Specific Training

If message: “This course is only available on the UTA campus” is displayed, this means that the course must be completed using a computer on campus with a UTA IP address. The course cannot be taken at home or off campus—unless one is able to log in using the virtual private network (VPN). More information about the VPN:

<https://www.uta.edu/oit/cs/its/cs/software/vpn/index.php>.

The PI and/or laboratory supervisor must conduct the appropriate site-specific training for research laboratory personnel. The training should cover specific hazards worked with in the laboratory area, the engineering controls to minimize the hazards, and personal protective equipment (PPE) requirements. EH&S requires that documentation of the laboratory site-specific training is maintained on the [Laboratory Site-Specific Training Sign-in Sheet](#) and a copy forwarded to EH&S.

Other Requirements

Hepatitis B Immunization or Hepatitis B Vaccine Waiver

A requirement for a person who will work in BSL-2 room(s) and handle human/primate blood/OPIM/tissue/cells:

Hepatitis B Immunization: Proof of vaccination and dates vaccinations were administered must be sent to EH&S at Box 19257 or ehsafety@uta.edu.

OR

An employee declining hepatitis B vaccination shall sign a [Hepatitis B Vaccine Waiver](#) (CO-EHS-F504). Please, check [the EH&S forms library](#). The original signed statement can be scanned and sent to EH&S, where this record is maintained, at Box 19257 or ehsafety@uta.edu.

Exemption

This requirement is for a person who will be involved with a laboratory area where human/primate blood, OPIM, tissue/cells are worked with or stored, but is currently exempt from handling any of these materials as part of his/her duties or line of study: An Exemption (CO-EHS-F504) ([the EH&S forms library](#)) shall be signed by the person, and the form sent to EH&S at Box 19257 or ehsafety@uta.edu.

More information: [UT Arlington Exposure Control Plan for Bloodborne Pathogens](#)

Completion of BSL-2 commissioning

The PI or laboratory supervisor will inform EH&S when the necessary actions and requirements documented in Biosafety Level 2 (BSL-2) Commissioning Checklist (Form CO-EHS-F503) have been completed for EH&S to confirm.

EH&S verifies that:

- All deficiencies noted on the Biosafety Level 2 (BSL-2) Commissioning Checklist (Form (Form CO-EHS-F503) from the initial laboratory commissioning inspection have been addressed.
- Applicable on-line trainings have been completed by laboratory personnel.
- Hepatitis B immunization proof with dates of vaccinations or Hepatitis B Vaccine Waiver or Exemption (CO-EHS-F504) has been received by EH&S.
- PI/laboratory supervisor has conducted and documented site-specific training for research laboratory personnel.

BSL-2 commissioning is completed by EH&S attaching appropriate signage to laboratory entrance(s). The signage includes the biohazard sign and the following information:

- Biosafety level
- Required PPE that must be worn in the laboratory
- List of infectious biological agent(s)
- Name(s) and telephone number(s) of the PI(s)
- Emergency contact information

EH&S notifies the PI and/or laboratory supervisor. The BSL-2 materials can then be purchased/obtained.

CAUTION

ADMITTANCE TO AUTHORIZED PERSONNEL ONLY

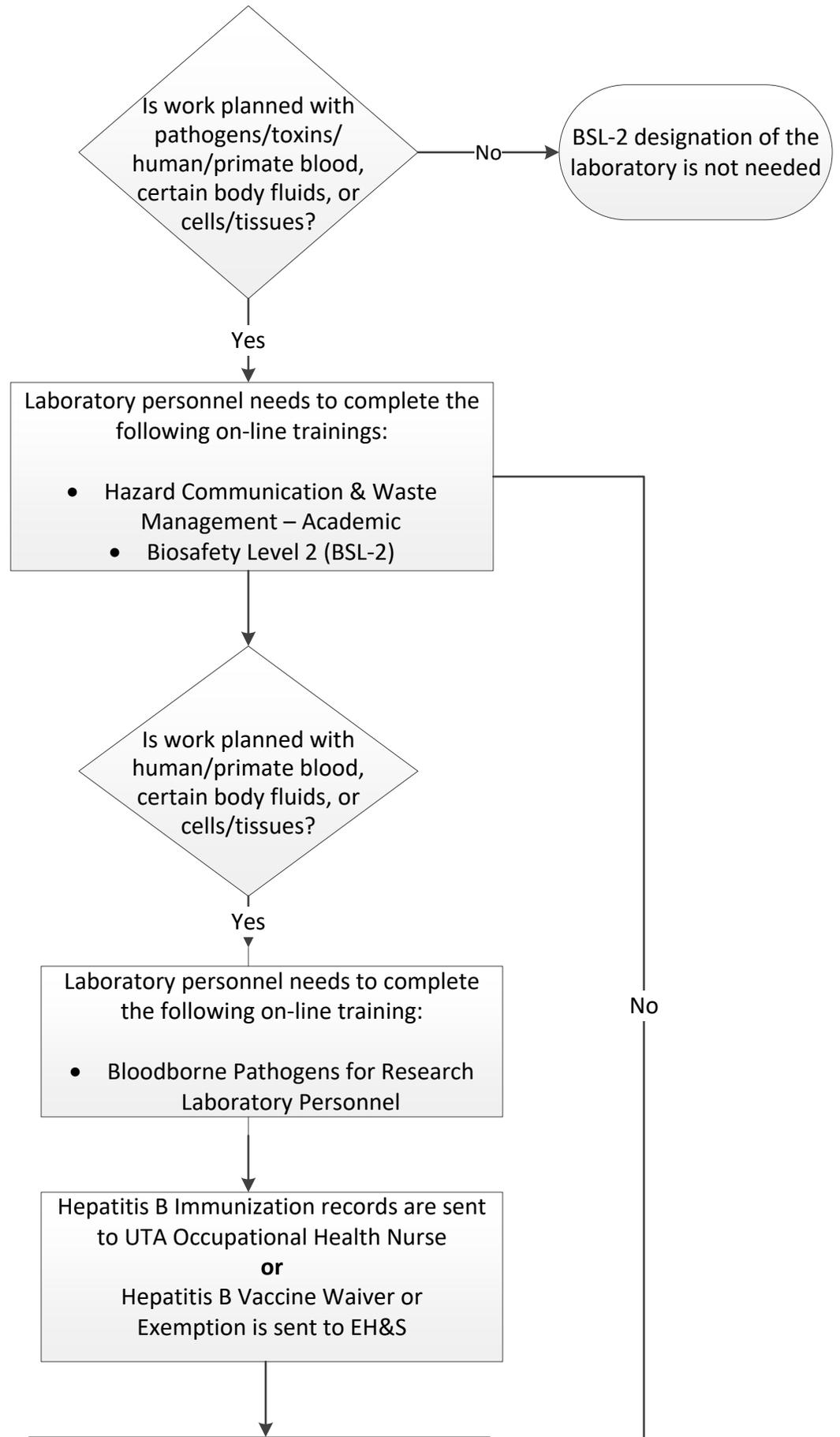
	PPE Required	
	 Eye protection must be worn	
 <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Biosafety LEVEL 2</p>	 Gloves must be worn	 Lab coat must be worn  Long pants must be worn  Closed toe shoes must be worn
	 Eye protection must be worn	
	 Gloves must be worn	
	 Lab coat must be worn	

For emergencies call UTA Police Dispatch 817-272-3003

Location: Science & Engineering Innovation & Research 121	Last Updated On: 2022-04-15			
Additional Information: For required safety trainings go to https://uta-ehs.org/ BSL-2 Information:				
Special Instructions: For emergencies call UT Arlington Police Dispatch 817-272-3003 and/or Environmental Health & Safety Department 817-272-2185. Avoid working alone in the laboratory when using hazardous chemicals. Wear appropriate Personal Protective Equipment View UT Arlington Lab Safety Manual on http://www.uta.edu/campus-ops/ehs/chemical/docs/lab-safety-manual.pdf				
SDS Location: Manufacturer's web site or Safety Data Sheet archive on CEMS http://cems.uta.edu .				
Spill Kit Location: Chemical Spill Kit in safety equipment area.				
Emergency Contact	Department	Office	Office Phone	Alternate Phone
John Testman	EH&S	EH&S	817-272-2185	

Reviewed/revised 4/14/2022

Establishing a Biological Safety Level 2 (BSL-2) Laboratory



PI/laboratory supervisor conducts/
documents site-specific training
for research laboratory personnel and
sends documentation to EH&S

PI/laboratory supervisor registers BSL-2
entities that are planned to be worked
with/stored in laboratory using Human
Pathogen Registration (HPR)
(Form 8-30) and submitting it to EH&S

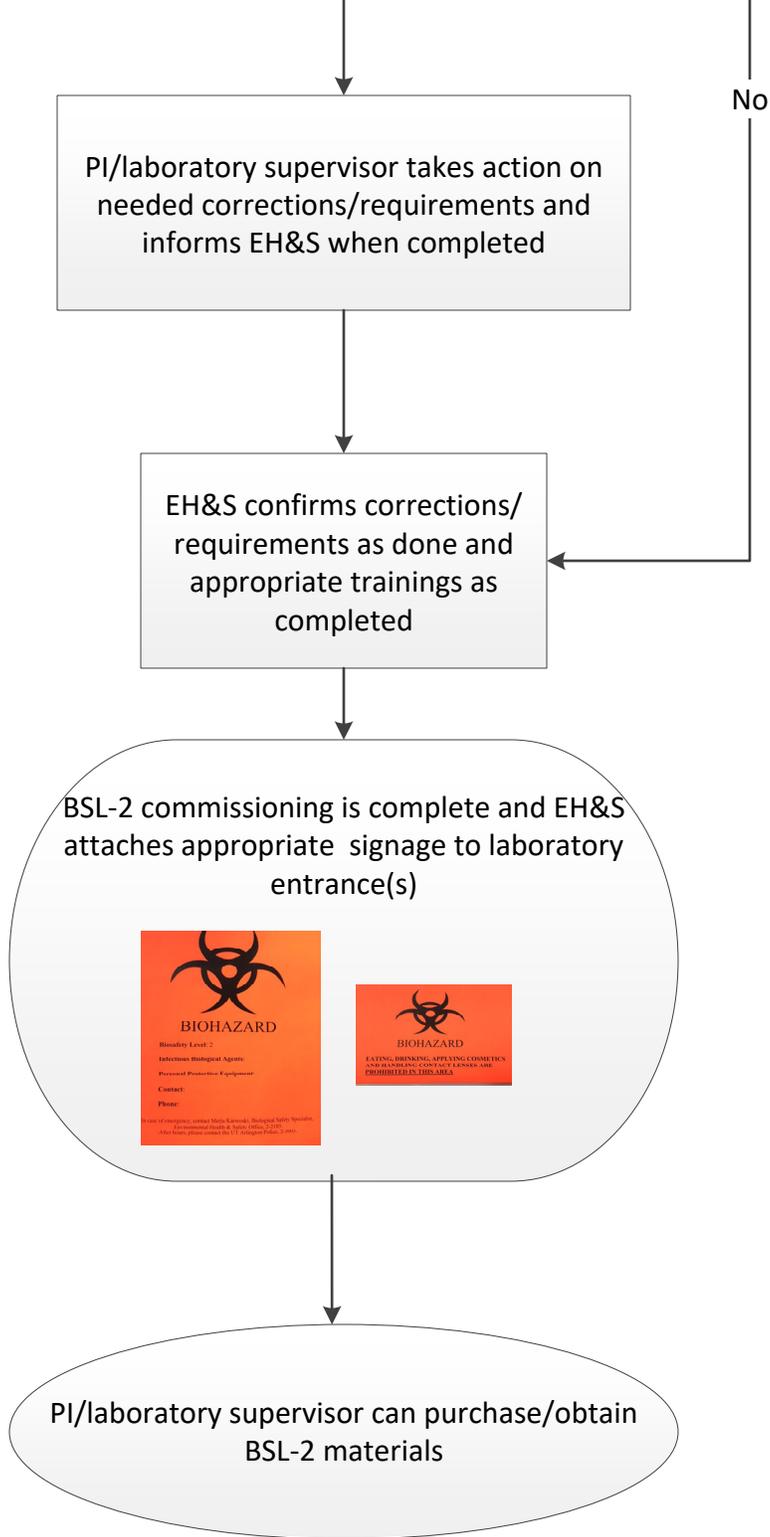
EH&S conducts a laboratory inspection
which starts the BSL-2 commissioning:
Biosafety Level 2 (BSL-2) Commissioning
Checklist (Form 8-87)

EH&S sends the completed BSL-2
commissioning report
(Form 8-87) to PI/laboratory supervisor
to review

Are there actions listed in Form
8-87 that need to be completed
by PI/laboratory supervisor?

Yes

No



Future actions needed on PI's/laboratory supervisor's part:

When work with BSL-2 entities has been terminated or other significant changes have occurred, the PI / laboratory supervisor needs to notify EH&S using Human Pathogen Registration Update (Form 8-31)