

Wellesley College Required Laboratory Safety Training Mandatory as of March 1, 2015 / Updated February 2020

Wellesley College expects all investigators (faculty, students and staff) to conduct their work, including sponsored projects and research, with the highest degree of integrity. Likewise, federal sponsors are increasingly imposing requirements for grantee institutions to demonstrate the proficiency of their investigators in the safety and health considerations inherent in research. All investigators supported under externally sponsored research projects are required to take applicable laboratory safety training from [CITI](#) or [VIVID](#). This policy, effective March 1, 2015, constitutes minimum training standards set forth by Wellesley College. Specific sponsors may have more stringent training requirements, in which case investigators supported by those sponsors are required to adhere to those requirements. EHS is charged with maintaining all records to ensure compliance. There are several requirements outlined below which may be applicable to your research.

The training certificate for faculty and staff is valid for three years after which time it is the individual's responsibility to complete a "refresher". The certificate can be made available to external sponsors by request. You cannot receive approval to conduct your research until the training documentation is on file.

Students in research laboratories are required to take annual training. Classroom based training is provided by the EHS Office each semester for students with Wellesley specific information. After the initial classroom training, students may opt to take on-line training.

(1) General Lab Safety Training

In compliance with OSHA's Laboratory Standard, faculty and Staff in research or teaching laboratories using chemicals have been assigned specific modules of the University Lab Safety Training through [VIVID](#) on-line. The sessions include Fume Hood Safety, and two University Laboratory Safety Courses – 'Developing and Using Controls' and 'Working Safely'. Several optional trainings are also available.

[CITI](#) now offers on-line laboratory safety training entitled 'Laboratory Chemical Safety'. Faculty and Staff may take either [VIVID](#) or [CITI](#). All those working in lab or lab support spaces with hazardous chemicals are required to take general lab safety training.

Students have been assigned the general course 'Laboratory Safety' in [VIVID](#).

(2) Biological Safety Training

At Wellesley College, the Biosafety training requirement applies to all faculty, staff, or students teaching or conducting research with hazardous biological material at biosafety level 1 (BL1) and biosafety level 2 (BL2), regardless of whether those activities are externally funded, internally funded, or unfunded.

All key personnel involved in teaching or research with hazardous biological materials are required to take the [CITI](#) or [VIVID](#) courses, noted in the chart below, *in addition* to the General Lab Safety Training (above).

If human blood or other [human] potentially infectious materials (OPIM) is used in research activities, then 'Bloodborne Pathogen' Training is also required through [CITI](#) or [VIVID](#).

Before any hazardous biological material may be ordered or research conducted, you must have the advanced review and approval of the Wellesley College IBC with training documentation. Protocols

involving the use of biological materials will not be approved without documentation of the completion of the required training by the Principal Investigator. It is the Principal Investigator's responsibility to ensure each current or future member of his/her research team (including students) engaged in research that involves biological material have either classroom or on-line training.

(3) National Institutes of Health (NIH) Recombinant DNA Guidelines

All Individuals working with recombinant or synthetic nucleic molecules are required to comply with the *NIH Guidelines* (https://osp.od.nih.gov/sites/.../NIH_Guidelines.html), complete the Registration [Form](#), and take the [CITI](#) or [VIVID](#) on-line courses, noted below. This is in addition to the general lab safety training. The NIH Guidelines promote the safe and responsible practice of this type of research and provides the public confidence that safety matters.

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It is the Principal Investigator's responsibility to ensure each current or future member of his/her research team (including students) engaged in research that involves recombinant or synthetic nucleic molecules will have documented training.

Training Requirements for in Labs & Support Spaces:

| | BL1 only | BL1 + rDNA | BL2 only | BL2 + bloodborne pathogens | BL2 + rDNA | BL2 + rDNA + bloodborne pathogens |
|-----------|------------|---------------|------------|----------------------------|---------------|-----------------------------------|
| CITI | A | A, D | B | B, E1 | B, D | B, D, E1 |
| OR | | | | | | |
| VIVID | G, H, I, J | G, H, I, J, K | G, H, I, J | G, H, I, J, L | G, H, I, J, K | G, H, I, J, K, L |

Key to Biosafety Courses:

| CITI | VIVID |
|---|--|
| A – Basic Intro to Biosafety | G – Biosafety Cabinets |
| B – Initial Biosafety | H – Intro to Biosafety |
| C – Biosafety Retraining | I – Risk Assessment |
| D – NIH Recombinant DNA Guidelines | J – University Lab Safety – Analyzing Biological Hazards |
| E1 – OSHA Bloodborne Pathogens | K – Recombinant DNA |
| F – Shipping and Transport of Regulated Biological Material | L – Bloodborne Pathogens |