I. **Title: Biological Safety**

II. **Responsibilities**

A. The Biological Safety Division of the Environmental Health and Safety Office is responsible for:

1. Maintaining the [Biological Safety Handbook](#) for the use of biological agents at UT Health San Antonio with the advice and guidance of the Institutional Biosafety Committee;

2. Providing technical assistance to laboratory supervisors and workers concerning appropriate storage, handling and disposal of biological agents;

3. Provide training in Basic Biological Safety, Basic Bloodborne Pathogens and specialized training upon request;

4. Performing injury/accident investigations related to potential biological exposures;

5. Advising the Institutional Biosafety Committee and Infection Policy and education Committee on matters pertaining to biological safety;

6. Research protocol review of infectious agents and/or recombinant and synthetic nucleic acids in support of the Institutional Biosafety Committee;

7. Clinical/laboratory safety evaluations;

8. Administration of Select Agent Program/Biosafety Level 3 facilities;

9. Reviewing policies and institutional plans as they pertain to biological agents; and,

10. Remaining current on rules and regulations concerning biological agents safety.

III. **Faculty and Staff Responsibilities**

A. Faculty and staff in charge of supervising laboratories have the following responsibilities:

1. Inform and train employees concerning risks posed by the biological agents worked with in their laboratory/work area;
2. Retain training records and all documentation;

3. Implement and enforce rules and standards concerning health and safety for laboratories under Faculty/Supervisor's jurisdiction;

4. Ensure compliance of laboratory workers with the **Biological Safety Handbook** and institutional policies and plans as they pertain to biological agents;

5. Ensure the availability and enforce the use of appropriate personal protective equipment;

6. Remain cognizant of biological agents stored and used in laboratories and their associated hazards;

7. Follow institutional waste disposal procedures for biological agents;

8. Conduct internal inspections of laboratories for health and safety concerns;

9. Request assistance from the Environmental Health and Safety Office, when safety requirements are not fully understood; and,

10. Report all spills and exposures of biological agents to Environmental Health and Safety as soon as possible.

**IV. Employee and Student Responsibilities**

A. Laboratory employees and students have the following responsibilities:

1. Following all health and safety standards and rules;

2. Attend or take all required training classes to stay in compliance with relevant rules and regulations;

3. Immediately report all hazardous conditions to the supervisor;

4. Wear or use appropriate personal protective equipment at all times as determined by the agent’s risk and for laboratory procedures that pose a risk for injury or exposure;

5. Report any job-related injuries or illnesses to the supervisor and seek treatment immediately;

6. Refrain from the operation of any equipment or instrumentation without proper instruction and authorization;

7. Ask questions if the safe use of biological agents, or operating procedures are unclear; and,

8. Remain aware of the hazards of the biological agents in the laboratory and how to handle these agents safely.
V. Policies and Procedures

A. The Biological Safety Handbook is UT Health San Antonio’s policy regarding biological safety. The Handbook is located at https://uthealthsa.sharepoint.com/Facilities/Pages/Plans-&-Resources.aspx (biological).

B. Other institutional policies and plans, for example the Bloodborne Pathogen Exposure Control Plan and TB Exposure Control Plan, may apply as determined by an individual’s job duties.