

BIOLOGICAL SAFETY

POLICY NUMBER: EMS-BIOSAFETY

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT-ADMINISTRATION & FINANCE

RESPONSIBLE OFFICE: SAFETY AND EMERGENCY MANAGEMENT

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 1/6/2020

NEXT REVIEW DATE: PREVIOUS REVIEW PLUS ONE (1) YEAR – 11/2/2023

SUPERSEDES POLICY DATED: NEW POLICY

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

The purpose of this Biological Safety policy is to protect the health and safety of students, faculty, staff, as well as the environment, when engaged in activities involving biologically hazardous materials (infectious agents, biohazards, or recombinant DNA). To this end, it is the intent of the University to limit or eliminate exposures to biologically hazardous materials. All students, faculty, and staff who work with biological materials, as defined in this policy, shall comply with the associated procedures of this policy and make every effort to minimize exposure to biologically hazardous materials and other potential health and safety hazards. This policy is intended to provide basic guidelines for safe practices; therefore, it cannot be assumed that all necessary warnings and precautionary measures are contained in this document or that other additional information or measures may not be required.

II. ENTITIES AFFECTED

All departments, faculty, staff, and students storing, handling, using, or potentially exposed to any regulated biological material or bloodborne pathogen as part of an academic curriculum or work-related task.

III. AUTHORITY

This policy is designed to work in conjunction with or complement the following codes, standards, and regulations:

- [Title 902 KAR 20](#) – Health Services and Facilities
- [803 KAR 2:320](#) – Toxic and Hazardous Substances
- [OSHA 29 CFR 1910.1030](#) – Bloodborne Pathogens Standard

IV. DEFINITIONS

Biologically Hazardous Materials are infectious agents, biohazards, or recombinant DNA

Biosafety or **Biological Safety** is a concept that promotes safe laboratory practices, procedures, and proper use of containment equipment and facilities by laboratory workers in the biomedical environment to prevent occupationally-acquired infections or release of organisms to the environment. Biosafety is

the responsibility of all persons who manipulate pathogenic microorganisms and recombinant DNA molecules.

Biohazards are infectious agents or biologically derived infectious materials that present a risk or potential risk to the health of humans or animals, either directly through infection or indirectly through damage to the environment. Infectious agents have the ability to replicate and give rise to the potential of large populations in nature when small numbers are released from a controlled situation.

Infectious Waste or **Biohazardous Waste** includes cultures and stocks of infectious agents and associated biologicals, human pathological wastes, human blood, blood products and body fluids, contaminated animal wastes and carcasses, human and animal isolation wastes, and contaminated used sharps.

V. RESPONSIBILITIES

Under the direction of the Vice President of Administration and Finance and the Assistant Vice President for Facilities Management, the Director of Safety and Emergency Management is responsible for oversight of this policy.

All students, faculty, and staff who work with biological agents shall comply with the associated procedures, plans, and regulations of this policy and make every effort to minimize exposure to biological material or pathogen and other potential health and safety hazards. Anyone not complying with this policy may be subject to disciplinary actions as described in the [Performance Expectations and Corrective Action](#) policy or the [Code of Student Rights and Responsibilities](#).

It is the duty of all employees and students to observe this Biological Safety policy when relevant to their own work, as well as observing any additional regulations and guidance provided at the department and/or University levels.

Safety and Emergency Management shall be available to assist University departments in developing programs designed to educate members of the University community on biological safety issues. The Director of Safety and Emergency Management shall have the authority to shut down operations or call for the evacuation of rooms or buildings when, in the Director's opinion, a severe danger to life, injury, or loss of property may result if such action is not taken. The responsible authorities will be notified of the action taken or to be taken as soon as possible.

Safety and Emergency Management is responsible for coordinating the removal, packaging, and shipment of all infectious waste in accordance with local, state, and federal regulations. It provides instruction and training on safe work practices, conducts routine inspections of work areas, investigates accidents, recommends preventive/corrective actions, reviews animal research protocols involving hazardous materials, reviews construction design for safety features, and responds to emergencies.

The lab supervisor is responsible for full compliance with approved research protocols; the University Biological Safety Manual; the NIH Recombinant DNA Guidelines; the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard (human-derived materials); and other local, state, and federal regulations that apply to research.

VI. COMMITTEE

The [Institutional Biosafety Committee \(IBC\)](#) is a University-wide committee charged with formulating policy and procedures related to the use of biohazardous agents, including human pathogens, other infectious agents, and recombinant DNA. The IBC is responsible for review and approval of projects involving recombinant DNA research and biohazardous materials. The committee sets containment levels in accordance with National Institutes of Health (NIH) and Centers for Disease Control and Prevention (CDC) guidelines, and adopts emergency plans covering accidental spills and personnel contamination. The Vice Provost for Graduate Education, Research, and Outreach appoints members of the IBC.

VII. PROCEDURES

The following procedures and plans are associated with this policy and may be enforced by Safety and Emergency Management:

- [Laboratory Biosafety Manual \(World Health Organization\)](#)
- [Occupational Exposure Control Plan](#)
- [Hazardous Waste Procedures](#)
- [Hazard Communication Plan](#)

VIII. REPORTING REQUIREMENTS

The Institutional Biosafety Committee (IBC) project approval records are maintained by the Office of Research, Grants, and Contracts in accordance with federal standards. Laboratory inspection results and training attendance records are maintained by Principal Investigators in accordance with applicable federal regulations. Principal Investigators are responsible for updating IBC-approved projects and providing current listings of personnel involved in IBC-approved projects.

IX. TRAINING

The Director of Safety and Emergency Management shall be responsible for coordinating necessary training related to biological safety. Deans and directors shall be responsible for ensuring all employees have read and understand this policy and all applicable plans, procedures and regulations, and received required training. Training requirements can be found within the procedures, plans, and regulations associated with this policy.

X. COMMUNICATIONS

Safety and Emergency Management shall make available its policies, procedures and safety rules through appropriate websites and handbooks and its website: <https://inside.nku.edu/safety/policies/biologicalsafety.html>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Review with No Changes	November 2, 2022
Review/Minor Edits to Update Links	November 9, 2021
New Policy	January 6, 2020

BIOLOGICAL SAFETY

PRESIDENTIAL APPROVAL

PRESIDENT	
Signature <i>Ashish Vaidya</i>	Date <i>01/06/2020</i>
Ashish Vaidya	

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)	
<input checked="" type="checkbox"/> This policy was forwarded to the Board of Regents on the Presidential Report (information only) . Date of Board of Regents meeting at which this policy was reported: <u>03</u> / <u>18</u> / <u>2020</u> .	
<input type="checkbox"/> This policy was forwarded to the Board of Regents as a Presidential Recommendation (consent agenda/voting item) .	
<input type="checkbox"/> The Board of Regents approved this policy on ____ / ____ / ____. (Attach a copy of Board of Regents meeting minutes showing approval of policy.)	
<input type="checkbox"/> The Board of Regents rejected this policy on ____ / ____ / ____. (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)	
EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS	
Signature <i>Bonita Brown</i>	Date <i>04/14/2020</i>
Print Name	