

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH89100
	REVISION Final Rev0
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1.0 PURPOSE & SCOPE

The purpose of this procedure is to document the roles of the BNL organizations that deliver services in the Biohazard program. These hazards are present at BNL in activities that include:

- Use of Etiologic Agents and other biohazards in a research setting
- Exposure to Bloodborne Pathogens in the delivery of health care or work with human subjects
- Exposure to natural biological hazards in the environment (such as microbial contamination in building and Lyme disease in outdoor occupations).

This SOP defines the roles of service providers who support research and maintenance activities done under the SBMS Subject Areas *Biohazard in Research*, *Natural Hazards in the Environment* and *Bloodborne Pathogens*. This SOP is a companion to those subject areas and other organizational level SOPs and documents.

As a minimum, the BNL program will comply with the applicable DOE, CDC, NIH, USDA, OSHA, EPA and NYS regulations.

2.0 RESPONSIBILITIES

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- 2.1 Members of the SHSD Industrial Hygiene Group, Occupational Medicine Clinic, Medical Department, Environmental and Waste Management Services Division, Plant Engineering, Emergency Services Division, and Office of Training and Qualification have roles in this program.
- 2.2 It is the responsibility of persons with a role in the delivery of services to comply with organizational procedures and the appropriate SBMS Subject Areas. This SOP does not confer any added responsibilities on a BNL organization, but does describe the current service delivery model for BNL and delineates the role each organization traditionally plays in the BNL Biohazards program.
- 2.3 Plant Engineering responsibilities:
- Evaluate and control biohazards in building maintenance, construction, and demolition jobs.
 - Oversee sub-contractors for construction and demolition work.
- 2.4 Safety and Health Services Division (SHSD) - Industrial Hygiene Group (IH) responsibilities:
- Serve as Subject Matter Expert (SME) for the SBMS *Biohazard in Research and Bloodborne Pathogens* subject area.
 - Conduct a periodic audit to ensure compliance with the provisions of the program.
 - Assist Plant Engineering in evaluating building hazards using the appropriate biohazard sampling and control techniques.
- 2.5 Occupational Medicine Clinic (OMC) responsibilities:
- Provide medical evaluations for personnel exposed or potentially exposed to Biohazards and Bloodborne Pathogens.
 - Evaluate medical problems related to Biohazards and Bloodborne Pathogen use.
 - Provide medical treatment to persons arriving at the OMC in emergencies and for physical exams.
- 2.6 Training & Qualification Office (TPQO) responsibilities:
- Provide Biohazards and Bloodborne Pathogen Awareness classes as requested.
 - Provide a recordkeeping system (BTMS) for recording awareness and EPA level qualifications.

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2.7 Medical Department responsibilities:

- Provide the BNL Biosafety Officer
- Sponsor the BNL Institutional Biosafety Committee.
- Authorize BNL personnel to use Select Etiologic agents.
- Report and register operations to appropriate government agencies.

2.8 Environmental and Waste Management Services Division responsibilities:

- Provide deactivation and disposal of biohazards and bloodborne pathogen related sharps and containers.

2.9 Emergency Services Division responsibilities

- Provide first responder, rescue, first aid, emergency medical services, and transport to patients to medical facilities.

3.0 DEFINITIONS see the appropriate SBMS subject area for definitions of terms

4.0 PREREQUISITES

Organizations identified in this document detail their responsibilities for implementing their portion of the BNL programs. Procures are documented in organization-level SOP's (or an equivalent) or by mechanism such as certification of workers by third party sources.

5.0 PRECAUTIONS

This SOP supplements the contents of other established programs. Service providers must follow safety and regulatory compliance programs at BNL, including:

- BNL SBMS Subject Areas *Biohazard in Research, Natural Hazards in the Environment, and Bloodborne Pathogens*,
- Line organization standard operating procedures, and
- Job and task specific instructions, such as work permits, experimental reviews, and Job or Facility Risk Assessments.

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6.0 PROCEDURE

BNL maintains biohazard and bloodborne pathogen programs that contain:

- 6.1 Corporate Written Program: The SBMS *Biohazard in Research, Bloodborne Pathogens, and Natural Hazards in the Environment* subject areas specify the requirements and duties for each division and department working with biohazards and with bloodborne pathogens or natural hazard exposure potential.
- 6.2 Internal Control Documents: This SOP lists the major BNL program components with the appropriate service provider. Organizational level SOPs or other type documents further define the activities performed by a service provider group on their portion of the total BNL program. Organizations with internal control documents include:
 - 6.2.1 Safety and Health Services procedures for sampling techniques and personal protective equipment selection at <http://www.bnl.gov/esh/shsd/ih/SOPs.htm>.
 - 6.2.2 Plant Engineering procedures for the protection of workers and the public from biohazard in building materials at BNL. There procedures define are found at: http://epweb.pe.bnl.gov/div/ep_procedures/policies.asp
- 6.3 Biohazard Program Administrator: The SHSD IH Group Leader designates a person to maintain the Subject Areas *Biohazard in Research* and *Bloodborne Pathogens* and have responsibility for the contents of the written program. The Biohazard program is evaluated by a periodic appraisal conducted by the administrator. Deficiencies are identified and corrective actions initiated as part of the evaluation process. That person serves on the Institutional Biosafety Committee (IBC). This position interfaces and coordinates with the SHSD IHG *Indoor Air Quality Program Administrator* for investigations of microbial hazards in BNL buildings.
- 6.4 BNL Biosafety Officer: The Medical Department designates a person to serve as BNL's lead on projects involving CDC Select Agents. That person:
 - Chairs the Institutional Biosafety Committee,
 - Ensures experiments and project design documents are compliant with regulations via IBC review, and
 - Authorizes work on Select Agents and reports and registers BNL operations to the appropriate regulatory authorities (CDC, USDA, and DOE).

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- 6.5 Medical Approval: The Occupational Medical Clinic (OMC) provides medical approval for personnel whose job descriptions include exposure to or the potential for exposure to Biohazards and Bloodborne Pathogens. Line organizations identify workers with potential for Biohazards and/or Bloodborne Pathogen exposure and indicate the need for medical surveillance via the OMC Job Hazard Analysis form.
- 6.6 Training: The Training and Qualification Programs Office (TQPO) develops or supports the delivery of training to personnel working with Biohazards and/or Bloodborne Pathogens. They may contact outside providers to supply the service or serve as the main service provider via web classes or platform sessions. Line organizations may also use outside service providers for training or certification classes. The SBMS *Biohazard in Research and Bloodborne Pathogens* Subject Area contains the BNL policy and procedure on training. TQPO maintains records of training via the BTMS system.
- 6.7 Sampling for Biohazards: SHSD IH personnel conduct personal and area monitoring as necessary to determine the Biohazard/or and Bloodborne Pathogen presence and to ensure that the appropriate level of exposure protection is provided.
- 6.8 Medical Service delivery: The Emergency Services Division and the OMC deliver medical treatment, with the potential for bloodborne pathogen exposure. These services are conducted only by persons with the appropriate medical service certifications.

7.0 TRAINING & QUALIFICATION

- 7.1 Only personnel who have demonstrated competency, to the satisfaction of their management, are qualified to perform a role in this program. There is no qualification for this specific SOP, but the underlying roles and activities conducted in support of this program may have training or qualification requirements.
- 7.2 Each supporting organization shall establish competency and qualification criteria for the tasks assigned to their personnel. Qualification criteria are established commensurate with the task to be performed. Records of qualification of service providers are documented and maintained by the service provider's organization management or BTMS, as appropriate.

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8.0 REFERENCES

- 8.1 BNL SBMS Subject Area *Biohazards in Research*.
- 8.2 BNL SBMS Subject Area *Bloodborne Pathogens Program*.
- 8.3 BNL SBMS Subject Area *Natural Hazards in the Environment*.
- 8.4 29CFR1910.1030 OSHA *Occupational Bloodborne Pathogen Program Exposure Standard*.
- 8.5 OSHA Needlestick and other sharps Injuries – final rule – 66:5317-5325.
- 8.6 USPHS 42 – part 71 Foreign Quarantine.
- 8.7 USPHS 42 – part 71.54 Etiologic Agents, hosts, and vectors.
- 8.8 USPHS 42 CFR part 72 Interstate Shipment of Etiologic Agents.
- 8.9 USPHS 49 CFR part 173- Transportation of Etiologic agents.
- 8.10 59CFR34496 NIH Guidelines for research involving Recombinant DNA molecules.
- 8.11 Biosafety standard (required as part of 42CFR72.6) Biosafety in microbiological and Biomedical Laboratories.
- 8.12 42CFR72.6 HHS Additional Requirements for Facilities transferring or Receiving Select Agents.

9.0 ATTACHMENTS

none

The only official copy is on-line at the SHSD IH Group website.
 Before using a printed copy, verify that it is current by checking the document issue date on the website.

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10.0 DOCUMENTATION

Document Development		
Prepared By: <i>(signature/date on file)</i> R. Selvey 04/20/05 Certified Industrial Hygienist	Reviewed By / Date: <i>(signature/date on file)</i> F. Horn 04/20/05 Industrial Hygienist	Approved By / Date: <i>(signature/date on file)</i> R. Selvey 07/07/05 Industrial Hygienist Group Leader
ESH Coordinator/ Date: <i>none</i>	Work Coordinator/ Date: <i>none</i>	SHSD Manager / Date
QA Representative / Date: <i>none</i>	Training Coordinator / Date: <i>none</i>	Filing Code: IH52.05
Facility Support Rep. / Date: <i>none</i>	Environ. Compliance Rep. / Date: <i>none</i>	Effective Date: 07/07/05
ISM Review - Hazard Categorization <input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input checked="" type="checkbox"/> Desk Top Review <input type="checkbox"/> SME Review Name / Date:	IMPLEMENTATION: Training Completed: not applicable Procedure posted on Web: 07/08/05 Hard Copy" files updated: 07/08/05

Revision Control Tracking Log		
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input type="checkbox"/> none of the above		
<i>(signature/date on file)</i> SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:
Section/page and Description of change:		

Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input type="checkbox"/> none of the above		
<i>(signature/date on file)</i> SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:
Section/page and Description of change:		