

REQUIREMENTS FOR LABORATORY SAFETY & SECURITY TRAININGS PROGRAM

The VAMHCS Research Laboratory Safety & Security Training Program has been reorganized. There are new requirements for PIs/Research Lab Managers and research laboratory staff.

Required laboratory safety & security trainings are now posted on the R&D Service website.

Principal Investigators (PI) and Research Laboratory Directors/Managers must:

- 1. Create a safety & security training curriculum for their laboratories and/or team members, and**
- 2. Maintain documentation of completion of initial and annual/refresher trainings.**

- PIs and Laboratory Directors/Managers must ensure that all research team members are trained in the laboratory safety and security measures that apply to team members' roles and scopes of practice.
 - This applies to all research laboratory team members of VA research protocols.
 - It also applies to many human research and animal research team members of VA research protocols. For example, team members who handle human or animal specimens, or who perform procedures in the animal facility will need to take some safety trainings.
 - PIs and Laboratory Directors/Managers must now have training plans that are specific to their laboratories and their workers.
 - The laboratory training curriculum should be specific to the type of work being done, the physical location of the laboratory, the expertise of team members, and the roles of team members.
 - The training plan must include a method for documenting initial and annual trainings.

■ **Go to the R&D Service Laboratory Safety & Security trainings webpage** and carefully read through:

- The instructions and general information,
- Table 1: list of trainings topics for activities occurring in the **VAMHCS research laboratory areas**,
- Table 2: list of trainings topics for activities occurring in the **UMB research laboratory areas**, and
- Information for methods to accomplish the training requirements (right columns of Table 1 and Table 2).
- Rows a, r and s of Table 1 and Table 2 are “umbrella” requirements that cover multiple topics for a laboratory-specific training plan.
- Rows b-q of Table 1 and Table 2 are required if/as they are applicable to your laboratory’s activities and/or team members’ roles and scopes of practice.

■ PIs/Lab Directors can design their written training curricula in **any way that is practical for their research programs**.

- For example, curricula can cover the overall laboratory, or can be targeted to individual team members, or can be targeted to specific protocols, or can be a combination.
- Methods can be: formal trainings (lectures, lab meetings, classes), on-line trainings (TMS, CITI or other), hands-on competencies, physical tours, etc.
- Documentation can be: training certificates, sign-in/attendance sheets, post-tests, on-line confirmation (TMS, CITI, etc.), teacher/supervisor sign-offs, etc.
- Examples of some curriculum formats are posted on the **Research Laboratory Safety and Security Resources webpage**. You are not required to use any of the posted examples. You should use whatever level of detail is practical for your program as long as it accomplishes a clear listing of what trainings are to occur and how the trainings will be documented.
- If team members conduct laboratory work in another investigator’s or lab director’s area, a PI may defer (***in writing***) to that PI’s/Lab Director’s training plan. *This should be stated in writing in your study records.* Be sure that the other PI/Lab Director is aware that they are responsible for your team member(s)’ trainings and documentations.

- Effective with the November Subcommittee on Research Safety (SRS) meeting (11/19/15), all SRS initial submissions and annual updates will require submission of the PI's/Lab Manager's lab-specific training plans. It is expected that all staff will be properly trained prior to the conduct of the applicable research laboratory activities.
- Effective December 2015, VAMHCS Office of Research Compliance (ORC) triennial research safety audits will include an examination of the written training curriculum for the laboratory and/or team members, and documentation that all staff have initial and current applicable trainings.
 - Noncompliance with training requirements may lead to determinations of serious or continuing noncompliance reported to VHA Office of Research Oversight, suspension of research activities, a possible hold on spending from VA research accounts, or other consequences.
 - In the event of an incident or injury, it is expected that documentation of current trainings of the research team can be provided. **PI's are subject to severe penalties if an incident or injury occurs that involves inadequately trained staff.**
- For assistance in creating your laboratory-specific training program, contact Heidi Ortmeyer, PhD at Heidi Ortmeyer hortmeyer@grecc.umaryland.edu or 410-605-7000 x5419, or Jessica Mendoza in the R&D Service (see below).

For questions concerning this or other Research Service Hot Topics OR for adding staff or colleagues to the Hot Topics mailing list, contact:

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