

Wellesley College Required Biological Safety Training Mandatory as of March 1, 2015 / Updated June 28, 2021

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 training provided by EHS. 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:

(1) General Lab Safety Training

In compliance with OSHA's Laboratory Standard, faculty and staff in research or teaching laboratories using hazardous chemicals must take training provided by EHS, such as classroom based training or [CITI's](#) on-line laboratory safety training entitled 'Laboratory Chemical Safety'. All those working in lab or lab support spaces with hazardous chemicals are required to take general lab safety training.

Students working in research laboratories have the same requirements.

(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](#) course, 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 training provided by EHS.

Before any hazardous biological material may be ordered or research conducted, you must have the advanced review and approval of the Wellesley College [Institutional Biosafety Committee \(IBC\)](#) 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](#) training or training provided by EHS noted below. This is required in addition to the training (1) and (2) above. The NIH Guidelines promote the safe and responsible practice of this type of research and provides the public confidence that safety matters.

Individuals cannot receive IBC approval until documentation of all training is on file.

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.

CITI Training Requirements in Labs & Support Spaces:

BL1 only	BL1 + rDNA	BL2 only	BL2 + bloodborne pathogens	BL2 + rDNA	BL2 + rDNA + bloodborne pathogens
A	A, D	B	B, E1	B, D	B, D, E1

Key to CITI Biosafety Courses:

- A – Basic Intro to Biosafety
- B – Initial Biosafety
- C – Biosafety Retraining
- D – NIH Recombinant DNA Guidelines
- E1 – OSHA Bloodborne Pathogens
- F – Shipping and Transport of Regulated Biological Material

(4) Institutional Biosafety Committee Member Training:

All IBC members are required to complete [CITI](https://www.citiprogram.org/index.cfm?pageID=14) Basic Biosafety (8 modules) certificate course: (<https://www.citiprogram.org/index.cfm?pageID=14>) or training provided by EHS, prior to sitting on the committee. The training covers current IBC requirements, basic information on rDNA and Biosafety. The IBC has several mandates that are required by NIH. One is to ensure that the IBC has the working knowledge and tools to fully participate in reviewing and providing oversight for applicable research protocols.

(5) Training Frequency:

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.