

Section I: General Laboratory Information			
1. Principle Investigator or Supervisor:			
2. PI Signature:			
3. Date:			
4. Department / Building / Lab Number:			
5. Campus Phone:			
6. Mobile Phone:			
7. Laboratory Room Numbers where human material is			
used and / or stored:			
8. IBC Protocol Number: (if applicable)			
	Section II: Brief Description of Project		



Established human cell lines? List cell name and /or tissue type. Is this from a cell line repository, commercial source, or another investigator?			
Human blood, serum, plasma, blood products, components, or primary cell cultures or primary lines? List cell name and /or tissue type			
Was the specimen tested for any viral agents?			
If yes, which agents?	+		
Human body fluids: cerebrospinal fluid, synvial fluid, pleural fluid, pericardial fluid, peritoneal fluid, semen, vaginal secretions, amniotic fluid, saliva, any body fluid that is visibly			
contaminated with blood and body fluids in situations where it is difficult or impossible to differentiate between body fluids?			
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Cell, tissue, or organ cultures containing HIV; culture medium				
or other solutions containing HIV or HBV; blood, organs or				
other tissues from experimental animals infected with HIV or				
HBV?				
List cell name and /or tissue type and source.				
	-			
2. Job Classification with Occupational Exposure: Please	list nar	me, job title and ID number fo	or those working with h	uman materials.
Name		Job Title		ID
	•			-
3. Procedures and Tasks Involving Human Blood or Othe	r Infec	tious Material (check all that	apply)	
Injections into humans or animals using human specimens		•	11 //	
including cell lines.				
Other use of needles with human specimens including cell				
lines.				
Preparing, dissecting, cutting, or otherwise handling human				
blood, tissue, or cell lines.				
Pipetting, mixing, centrifuging, or vortexing human blood,				
fluid, tissue, or cell lines.				
Handling tubes or toehr containers of human blood, fluid,				
tissue, or cell lines.				
Cleaning spills of human blood, fluid, tissue, or cell lines.				
Preparing or handling primary and established human cell				
cultures.				
Basic first aid with human blood or dluid exposure.				
Performing cardiopulmonary resuscitation (CPR).				
Other: (Please specify)	ш			
		Section IV: Sharps Manager	ment	
1. List sharps procedures currently in use. (If needles are	e not h	andled as part of the research	h or work covered by th	e supplement, please put N/A below and
proceed to Section V. For those handling needles: RECA				
Procedure		Mechanical Devices Used	Recap	If Recap, what method



2. Sharps review - sharps use is to be reviewed on at least	st an annual basis and documented	on the Wake Forest Univ	ersity Sharps Review	r form.
Has Sharps review been completed within the past 12 months?				
Date of last Sharps review.				
Attach copy of last Sharps review.				
.,	Section V: Equipment Decontar	mination		
1. List instructions and schedule for decontaminating an				
Facility area, surface or equipment to clean and/or	w/ 70% EtOH before and after working in	Frequency (Daily, Weekly,	Cleaning Agents ar	nd/or disinfectants used
decontaminate (Ex. Biosafety cabinet)	cabinet on daily basis)	etc)	(Ex	Bleach)
2. Specify any special waste handling procedures, if applicable.				
3. Do you have a piece of equipment that can not be disinfected or cleaned?				
4. List the equipment and reason it can not be disinfected or cleaned.				
	Section VI: Engineering Con	trols		
1. List Engineering Controls in place (Ex. Biosafety cabine	et, sharps container, etc)			
				Responsible party for
		Scheduled Maintenan		reviewing effectiveness of
Engineering Control	Location	maintenance daily	y, weekly, etc)	the engineering control
	Section VIII: Personal Protective Fau	inmont (DDE)		



1. List PPE information				
		Responsible party for	Disposal	Decontamination
PPE	Tasks requiring use	providing PPE	Instructions	Instructions
Disposable Gloves				
Utility Gloves				
Lab Coats				
Safety Glasses / Goggles				
Aprons				
Face Shields and Masks				
Other				
	Section VIII: Spill Decontar	nination		
1. List location of WFU Biohazard Waste Management				
Plan				
2. List location of biohazard spill clean up material			·	
3. List location of Biohazard Waste containers			·	