Instructions

The PI/Supervisor shall review the Local ECP with input from employees covered by BBP. After review, complete Appendixes A and B. A separate Appendix A can be used for each person, or attach a list of personnel that are determined to come under the same exposure determinations and procedures. Fill out Appendix C as needed. Keep completed appendixes with the Local ECP.

Review the completed Local ECP annually and/or when job descriptions or processes change.

Local Exposure Control Plan: The Local ECP will comprise of the following:

- Completed and updated Appendixes A (Exposure Determination), B (Training Documentation), and C (Non-compliant Sharps)
- An available copy of the Local ECP Guidance document

HIV, HBV and HCV Research Laboratories and Production Facilities shall include:

- Written biosafety procedures in the Exposure Control Plan (reference the appropriate approved protocol from the Stanford University Administrative Panel on Biosafety)

In addition, personnel should know where to access the Stanford University Institutional Exposure Control Plan.

The PI/Supervisor will file the Local ECP in a central location within the laboratory or workplace. The PI/Supervisor, together with employees covered by the Local ECP, will review and revise the Local ECP annually and/or whenever changes in procedure or personnel occur. Documentation shall be maintained by PI/Supervisor for three (3) years.

Reviews: Annual and as needed

The following items shall be included in the review process:

- New or revised employee positions, new or modified tasks and procedures which affect occupational exposure
- Changes in technology that eliminate or reduce exposure to BBP (needleless systems, engineered sharps)
- Review and evaluate exposure incidents which occurred since previous update
- Review and respond to information indicating that the Local ECP is deficient in any area

To Complete Local ECP

For convenience an Excel spread sheet (Local ECP Check Sheet) is provided to assist in recording and documenting personnel names, positions, dates and information during completion of required ECP segments. Attach completed Check Sheet to appendixes. The use of this sheet is optional.

1. Appendix A: Exposure Determination

The PI/Supervisor must identify procedures and materials in the laboratory that have the possibility of exposing personnel to BBPs (Appendix A). Note that this evaluation will not take into consideration the use of personal protective equipment (PPE).

2. Appendix B: Training Documentation
Laboratory personnel must receive general and laboratory-specific information and training at the time of initial assignment to the laboratory, and prior to assignments involving new exposure situations. Training must be documented and maintained by PI/Supervisor for three years.

All personnel with potential for occupational exposure to blood, BBP or OPIM must complete the following online training in the Stanford Training and Registration System (STARS) (available through axess.stanford.edu):

- EHS-1500 or EHS-4875: Biosafety (Initial)
- EHS-1600: Bloodborne Pathogens (EHS-1601 for annual updates)

To complete Bloodborne Pathogen training, the following must be done:

- Local Exposure Control Plan (after initial completion, review Local ECP annually or as required by job change)
- Specific Tier III training will be provided by the PI/Supervisor and includes specific safety training for each person’s duties, specific equipment usage and procedures (Appendix B).

**3. Appendix C: Non-compliant Sharp Documentation**

The evaluation process for the use of a non-safety sharp must be documented (Appendix C); retain the document with the Local ECP. Any use of non-safety sharps must be re-evaluated and documented annually.