



1. Purpose: This document describes the contents of the on-line laboratory safety training available and how to access and complete the training housed in Blackboard. Blackboard training opportunities are generalized laboratory safety training and are intended to supplement, **not replace**, task-specific training for individual laboratories.
2. Scope / Applicability: Laboratory safety training is required for all laboratory staff. Everyone working in a laboratory must, at a minimum, complete the Fundamentals of Laboratory Safety course located in BioRAFT. Additional content areas are currently available in Blackboard and assigned by the Principal Investigator (PI), Chemical Hygiene Officer (CHO) or responsible lab manager/ supervisor based upon risks identified in the completed laboratory hazard assessment.
3. Laboratory Safety Training
 - a. Contents
 - Fundamentals of Laboratory Safety: Intended to be taken by every employee working in a laboratory. This course is located in BioRAFT.
 - Chemical Hygiene Officer Training: Intended to be taken by the employee designated as the lab's CHO
 - Physical Hazards Training: Intended to be taken by any employee working in a laboratory if assigned by PI or CHO. Should be retaken when new physical hazards are introduced or lab protocols /procedures are changed or when an accident / incident indicates the need for retraining
 - Carcinogen Training: Intended to be taken by any employee working in a lab is assigned by PI or CHO. Should be retaken when new carcinogen hazards are introduced or lab protocols /procedures are changed or when an accident / incident indicates the need for retraining.
 - Fieldwork Training: Intended to be taken by any employee performing research tasks outside the confines of a physical building.
 - Animal Biosafety Training: Intended to be taken by employees whose lab protocols involve the use of animals. Should be retaken when new or changed protocols impact how animals are used or when an accident / incident indicates the need for retraining.
 - Autoclave Training: Intended to be taken by employees who use this device in a given laboratory to
 - Biosafety Training CDC/NIH Module: Intended to be taken by employees whose lab protocols involve the use of biohazardous agents. Should be retaken when new biohazardous agents are introduced or lab protocols / procedures are changed or when an accident / incident indicates the need for retraining.
 - Bloodborne Pathogens: Intended to be taken by employees who are covered by an Exposure Control Plan based upon the completed laboratory hazard assessment. Training must be repeated annually by either repeating the online Blackboard training or by completion of training on the lab-specific Exposure Control Plan.
 - b. Access: General laboratory safety training is housed in Blackboard in the Chemical Safety Catalog. To access that catalog and its courses:



- 1) Login to Blackboard with your VCU eID and password. Once logged-in, select the Organizations tab. Type "Chemical Safety" in the Organization Search field and select "Go".
 - 2) Once the new page appears, scroll down to the "Chemical Safety" row (*first line in blue*) and wait for the drop down arrow to appear. When the drop down arrow is visible in the Chemical Safety row and the dialogue box appears, select "Enroll"
 - 3) A new page will appear and when it does, select "Submit" to proceed. (*A confirmation page will appear saying "Your Name processed" which indicates a successful enrollment in the Chemical Safety catalog.*) Select "OK" to continue to the courses in the Chemical Safety Catalog.
- c. Completing Courses in the Chemical Safety Catalog
- When you arrive on the main page of the Chemical Safety Catalog, locate and then select the section titled "Training Modules". (*It will be on the left hand side of the screen.*)
 - After selecting the training modules section, a new page will open and you will find the content folders. Each content folder has a course and an associated quiz in that folder. (*The Biosafety Training content folder has 2 courses in it: CDC/NIH Biosafety and Bloodborne Pathogens.*)
 - Open the folder of the course and quiz you wish to complete.
- 1) First, open the training material.
 - a) The presentation will download as a Microsoft PowerPoint Show (file ext ppsx). Depending upon the size of the selected file, it may take a few minutes to open in your default browser.
 - b) Review the content.
 - c) Write down the Password provided on the last page (slide). You will need this password to take the corresponding test.
 - d) Exit the Microsoft PowerPoint Show. If desired, leave it open for use as a reference to take the quiz.
 - 2) Second, complete the associated quiz.
 - a. By selecting the quiz, a new page will open with instructions. Follow the prompts provided.
 - b. If a course has a password, you will be asked to enter that password and then you will need to select "Submit".
 - c. Enter a response to all questions asked.
 - d. Select the "Save and Submit" icon when you are ready to have your quiz graded. (*Please note that saved responses are not graded. You must chose the "Save and Submit" option for grading to occur.*)
 - e. A new page will then appear and you will receive a confirmation indicating your test was saved and submitted)
 - f. View your results by selecting "OK". (*This "OK" is at the very bottom right hand corner of the page.*) The passing score is 80 out of 100 points for every course except for Autoclave. 70 out of 100 points is passing for the Autoclave quiz.
 - If you have **not** achieved the required score, retake the quiz. You are able to retake the quiz as many times as necessary to achieve the required score.



- If you have achieved the required score, and before exiting the quiz, **PRINT** the test completion screen. (Do not forget to print the course completion screen before exiting – completion of the quiz may not appear in your transcript since these courses are in a specific catalog and not always visible in the general Blackboard view.)
- 3) File / maintain completed test completion results with the laboratory Chemical Hygiene Plan / central training records.