General Laboratory Practices for BSL-2 Laboratories
Template (Revised 9/2018)

Biomedical Imaging Center (BIC): NHB 0.240F

I have read, understand, and agree to adhere to the biosafety procedures contained within:

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Staff Trained on Manual:

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Written (Date): 07/01/2014
Last Revision (Date): 09/25/2018
Reviewed by BSO (Date): ____________
Adopted by the IBC (Date): 09/17/2007
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Principal Investigator Responsibilities

The Principal Investigator (PI) has the primary responsibility for ensuring that their laboratory is safe. They must adhere to all guidelines and regulations. They are responsible for the safe use of biological, chemical and radioactive materials in their laboratory.

In addition, the PI must:

- Limit personnel, student, and visitor exposure to hazards to the lowest practical level.
- Provide special safety considerations for individuals under the age of 18
- Apply the recommended biosafety level for the work being conducted
- Be familiar with the required medical surveillance for each type of agent in their laboratory and ensure staff/students/visitors have medical clearance
- Develop written lab specific safety procedures and train their personnel on them
- Maintain documentation of training
- Provide PPE and instruction on use
- Ensure waste is properly disposed
- Report spills, exposures or incidents to Environmental Health & Safety (EHS) and to BIC management.
- Conduct periodic drills of emergency procedures
**Laboratory Staff/Student Responsibilities**

- Know the biological materials and procedures used in the laboratory
- Follow approved lab procedures and safety guidelines
- Know emergency procedures
- Complete all required training before conducting any lab activity
- Report any unsafe conditions to the PI, EHS or the RRT
- Utilize all required Personal Protective Equipment (PPE)
- Use appropriate lab equipment and containment facilities

**General Emergency Information**

**Emergency Contacts:**

*Jeffrey Luci, Ph.D., Technical Director, BIC*

*Office* HDB 1.316, NHB 3.139A  *phone:* 512-495-5639, 512-471-8505

*Cell (After Hours)* 512-809-9022

*Don Nolting, Ph.D., Facilities Manager, BIC*

*Office* NHB 3.149  *phone:* 512-232-0866  *Cell (After Hours)* 615-491-3032

*EHS 512-471-3511*

If there is an emergency, call 911 to reach UTPD. UTPD will then summon assistance from the City of Austin Emergency Services. If there is a fire or explosion that you cannot control, evacuate the area immediately and then call 911 from a safe location. For other emergencies, dial 911 for UTPD.

If any emergency or significant spill/exposure occurs in the laboratory, immediately notify EHS and your lab supervisor/PI.

**Fire Alarms/Extinguishers**

*Locations of fire pull station alarms: There is a fire alarm pull station just outside the NHB Imaging Suite area across the hall on the wall. There is another down the hall to the left near the chemistry NMR suites.*

Know the location of the extinguisher closest to your lab. If the fire alarm sounds, leave the building immediately and move away to a safe distance.
**Eyewashes**

*Location of eyewashes: The BSL room, NHB 0.240F has an eye wash station at the sink.*

In case of exposure, proceed to nearest eyewash station. Hold eyelids open with thumb and forefinger and rinse for at least 15 minutes. Wash from the outside edges towards the inside to prevent washing chemicals back into the eye.

Rinse should be aimed at the inner corner of the eye (near the nose) not directly at the eyeball. “Roll” eyes around and up and down to ensure full rinsing.

Contact lenses (if worn) should be removed as soon as possible. Have another member of the lab call for emergency response immediately. The area around the eye wash station must remain clear at all times.

**Spills in the Laboratory**

**Call EHS when a significant spill occurs.** A lab incident report form (EHS) must be filled out for significant spills.

A significant spill is defined as:

- Spills greater than 5 mL (BSL-2, toxic chemicals) outside primary containment
- Spills that result in an exposure
- Spills that present an inhalation hazard
- Spills that cannot be easily cleaned
- Spills that endanger people or the environment

**Biological Spills**

*Location of a first aid kit: A first aid kit is located on the shelves to the left of the sink in NHB 0.240F.*

Notify your laboratory supervisor/PI and nearby lab staff. Use appropriate PPE when cleaning. Dispose of all cleanup material as biohazardous waste.

Decontaminate biological spill by covering the spill with paper towels and soaking in a fresh 10% bleach solution or disinfectant for at least 20 minutes.

Clean area at least 2 feet around spill with disinfectant. (Including furniture/walls)
**Exposures in the Laboratory**

All exposures must be reported to the PI, EHS and to BIC management.

**Biological Exposure**

Remove any contaminated clothing/jewelry and wash skin exposed to the agent with a disinfectant such as antibacterial soap.

Autoclave any contaminated clothing before disposal. Decontaminate any surfaces using the procedure for a biohazardous spill.

If you believe you may have been exposed to an agent, contact EHS and seek immediate medical attention.

If you suspect you have a lab-acquired illness regardless of a recent exposure, see a health care professional immediately. Provide the health care professional with EHS contact information to allow for coordination with the university safety office.

Fill out a worker’s compensation form even if you are not sure if your illness was acquired at work. This must be done if you need to file a claim later.

**BSL-2 Safety Procedures**

This lab is rated as Biological Safety Level 2. BSL2 is required for work involving agents of moderate potential risk to personnel and the environment.

Eating, drinking and smoking are prohibited in BSL-2 laboratories. For additional requirements consult *Biosafety in Microbiological and Biomedical Laboratories (5th ed.):*


Types of Biohazards or Potentially Infectious Materials:

1. Human, animal and plant pathogens:
   - Bacteria, including those with drug resistance plasmids
   - Rickettsiae
   - Fungi
   - Viruses, including oncogenic viruses and viroids
   - Parasites
   - Prions
2. All human and/or non-human primate blood, blood products, tissues and certain body fluids.

3. Cultured cells (all human and certain animal species) and potentially infectious agents these cells may contain.

4. Biological toxins (bacterial, fungal, botanical, etc.)

5. Certain recombinant products

6. Infected animals and animal tissues

Biohazardous Materials: See appendix A

Potentially Hazardous Equipment/Items: See appendix B

New Employees

Location of lab manual: The lab manual will be located next to the sink in room NHB 0.240F.

Laboratory personnel should be aware of the potential hazards associated with the work and be proficient in the specified practices and procedures.

Know the chemicals you are working with. Look up the material safety data sheet (MSDS) available at http://www.utexas.edu/safety/ehs/msds/index.html. Place a bookmark on your computer so that you can access this information quickly.

For biological agents, see http://www.phac-aspc.gc.ca/msds-fts/index.html.

If you are using a piece of equipment for the first time, please ask for instructions.

Training

All laboratory research personnel must take institutional provided training. Training must be documented (electronic or paper). Personnel should not initiate research until training is completed.

Recommended Classes:

- OH101: General Hazard Communication
- OH102: Site-Specific Hazard Communication (provided by the PI)
- OH201: General Laboratory Safety
Recommended Classes continued:

- OH202: Hazardous Waste Management
- FF205: Fire Extinguisher Training
- OH207: Biological Safety
- CW512 (Online): IBC Training: NIH Guidelines

Additionally, if researchers are working with radiation:

- OH301 Basic Radiological Health
- OH302 Basic Radiological Health Refresher

Before working with human blood or tissues:

- OH218: Bloodborne Pathogens for Lab Personnel

**Medical Surveillance**

_List all medical requirements: A HepB shot is recommended, but not required._

Anyone who is pregnant, has a medical condition, or who is taking medication that increases the risk of acquiring laboratory infections must inform the PI and should consult with EHS.

All medical surveillance must be documented.

**PPE**

_List all PPE to be used in the lab: it suggested that well-fitting gloves (non-latex if preferred), liquid-resistant lab coat, safety mask, and goggles be used_

*EHS recommends that non-latex gloves be used.*
Biohazard Warning Signs and Posting

Each laboratory must clearly display a sign that provides safety information to visitors and service personnel. EHS will provide the signs.

a. All areas and laboratories which contain biohazardous agents must be posted with a biohazard sign. The sign must be red/orange in color with a biohazard symbol and lettering in black.

b. The sign must have information regarding biosafety level, materials used, entry requirements, exit requirements, emergency contact name and phone number.
**Biological Waste Disposal**

All recombinant material is considered infectious and must be disposed as biological waste.

Liquid infectious waste materials should be chemically disinfected with 10% bleach or Bacdown detergent disinfectant or, preferably, decontaminated in a steam autoclave. Solid, non-sharp infectious waste should be placed in a biohazard autoclave bag or in a biohazard box if being picked up by EHS.

**Housekeeping**

Special practices include: decontaminating work surfaces after completing the work with the infectious materials, keeping non-research animals out of the laboratory, and reporting all spills and accidents.

**Laboratory Close Outs/Equipment Disposal**

Labs that use biological material must notify EHS to ensure the laboratory has been properly decontaminated.

Any laboratory equipment for disposal or surplus must be decontaminated. Contact EHS for information or on the web at [http://www.utexas.edu/safety/ehs/lab/labcleanout.html](http://www.utexas.edu/safety/ehs/lab/labcleanout.html)

**Security**

Access to the laboratory is restricted. The door to the laboratory is kept closed and locked to minimize unnecessary access by casual visitors, vendors, or other persons to the laboratory.

**Sharps**

Extreme precautions should be taken while handling needles and other sharp instruments. In any situation, do not break or bend needles; use single-use needles and syringes.

Do not recap needles. Needles and syringes, butterfly needles and associated tubing, and similar devices should be discarded intact into a sharps container. Do not fill these containers more than ¾ full.
Safe needle devices should be used when possible. Safety devices such as needle or scalpel guards or retractable devices should be employed. Blunt needles or transfer pipettes should be used instead of needles to reduce exposure.

Broken glass should not be handled by hand, but should be disposed of with a broom and dustpan or tongs. Non-contaminated glass should be disposed of in the cardboard “glass” containers.

**Shipping Biological Material**

The shipping of infectious materials is regulated by DOT/IATA. Shipments must be completed by a certified shipper. Permits may also be required. Contact EHS for additional information. Material Transfer Agreement forms will also likely be required. Contact the Office of Sponsored Projects for more information.

**Transporting Biological Material**

A leak proof box, preferably equipped with a gasket seal lid, should be used for transport of infectious materials from one location to another.
Useful Web Sites:

NIH Guidelines:  

BMBL:  
http://www.cdc.gov/od/ohs/biosfty/bmbl5/bmbl5toc.htm

NIH Office of Biotechnology Activities:  
http://www4.od.nih.gov/oba/

CDC Select Agents Program:  
http://www.cdc.gov/od/sap/index.htm

CDC Permit to Import or Transport Etiologic Agents:  
http://www.cdc.gov/od/ohs/biosfty/imprtper.htm

USDA/APHIS Permit to Import or Transport Livestock Pathogens:  
http://www.aphis.usda.gov/animal_health/permits/

USDA/APHIS Permit to Field Test, Import, or Transport Genetically Modified Organisms:  
http://www.aphis.usda.gov/brs/regulatory_activities.html

Selection, Installation, and Use of Biological Safety Cabinets:  
http://www.cdc.gov/od/ohs/biosfty/bsc/bsc.htm
Appendix A:

Biohazardous Summary Statement: Provide a description of materials used in the laboratory in Appendix A. Include symptoms/hazards/precautions for working with these materials.

- Human blood and saliva should be stored in a locked cabinet until shipped. As a precaution, Hepatitis B shots will be offered. Occupational Health Program details on page 22.

Attach Biosafety MSDS if available: Example MSDS attached below for human blood.

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**Material Safety Data Sheet**

Human Whole Blood (Unspun)

**Catalog #100-314**

**Section I: Product Identification**

Product Name:

Human Whole Blood (Unspun)

**Catalog Number:**

100-314

**Section II: Composition/Ingredients**

Human Blood

**Section III: Health Hazard Data**

**Hazardous Components:**

Biohazard contains human source material. Handle as though capable of transmitting infectious agents.

**Toxicity:**
Not Established.

**Target Organs/Systems:**

Product could possibly irritate the skin, eyes and respiratory system. Do not ingest this product.

**Effects of Overexposure:**

Not Established

**First Aid Procedures:**

If product gets into eyes, open eyelids with fingers and flush eyes with copious amounts of water for at least 15 minutes. If product gets on skin, wash the skin with soap and copious amounts of water. If swallowed and person is conscious, rinse mouth with water, consult a health care provider. If product is inhaled, get to fresh air. If there is any difficulty in breathing, seek medical attention. If there is any irritation, consult a health care provider.

**Section IV: Physical Data**

**Appearance:**

Deep red opaque liquid

**Density:**

N/A

**Boiling Point:**

N/A

**Specific Gravity:**

N/A

**Vapor Density:**

N/A

**Vapor Pressure:**

N/A
Evaporation rate:
N/A

H2O Solubility:
N/A

Section V: Reactivity Data

Stability:
Stable

Conditions or Materials to Avoid:
Strong oxidizing agents

Hazardous Polymerization:
To our knowledge will not occur.

Section VI: Fire & Explosion Hazard Data

flammability:
Nonflammable

Flash Point:
N/A

Flammable Limits:
N/A

Extinguishing Media:
Use appropriate media for the surrounding fire. Carbon dioxide, dry chemical powder, appropriate foam or water spray.

Hazardous Combustion or Decomposition Products:
No known hazardous combustion or decomposition products
Special Fire Fighting Procedures:

None. Although as in any fire, self-contained breathing apparatus and protective clothing may be required. Section VII: Spill or Leak Procedures

In the event of a spill or leak:

Wear suitable protective clothing, including chemical resistant latex gloves. Use absorbent material such as vermiculite or sand to absorb spill. Put into a closed container for waste disposal. Clean spill area thoroughly with a 10% bleach solution. Ventilate area after clean up. Contact a licensed professional waste disposal service to dispose of this material.

Disposal:

Abide by all local, state and federal regulations regarding infectious waste disposal.

Section VIII: Handling & Storage Precautions

Handling:

Avoid inhalation, contact with clothing, skin and eyes. Handle as though capable of transmitting infectious agents.

Eye/Skin Protection:

Wear suitable protective clothing, safety glasses with side shields and chemical resistant latex/rubber gloves are recommended.

Storage:

Store refrigerated at 2 to 8˚C.

Section IX: Special Precautions & Comments

Intended Use for Product:

For laboratory research use only. Not intended for human, clinical or diagnostic use.

Section X: Disclaimer

The above information is believed to be correct but does not purport to be all inclusive and shall be used only as a guide. Gemini Bio-Products shall not be held liable for any damage resulting from handling or from contact with the above product.
Sharps Safety

Why is recapping needles dangerous?
It is extremely dangerous to hold a needle in one hand and attempt to cover it with a small cap held in the other hand because the following might happen:
• The needle could miss the cap and stab the hand holding it.
• The needle could pierce the cap and stab the hand holding it.
• The poorly fitting cap could slip off a recapped needle and stab the hand holding it.

How to protect yourself from needle-stick injuries:
• Avoid the use of needles if safe and effective alternatives are available.
• Select, evaluate and use devices with safety features that reduce the risk of needlestick injury.
• Avoid recapping needles.
• Plan for safe handling and disposal of needles before using them.
• Put uncapped needles in a rigid tray during procedures.
• Promptly dispose of used needles in appropriate sharps disposal containers.
• Report all needle-stick and sharps-related injuries promptly to ensure that you receive appropriate follow-up care.
• Substitute plasticware for glass when possible.
• Follow safety guidelines for all sharps hazards (razor blades, scalpels, sildes).
• Participate in training.
Appendix C

Suggested General Venipuncture Collection Protocol:

A trained phlebotomist will obtain blood samples. Blood samples will be collected from participants one at a time, and the phlebotomist will follow the standard procedure listed below for collecting blood samples. All research staff that collect blood samples must adhere to the concept of Universal Precautions, the infection and exposure control philosophy which advises that all human blood and certain body fluids are to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Additionally, blood sampling will be carried out in accordance with the WHO recommendations on the blood drawing procedure (WHO Guidelines on Drawing Blood: Best Practices in Phlebotomist. Geneva: World Health Organization; 2010), which include:

1. Planning ahead of a phlebotomy session;
2. Using an appropriate location, specifically a quiet, clean, well-lit area;
3. Using appropriate supplies and protective equipment to improve safety standards and quality of care for both patients and health workers;
   a. Blood draw will be carried out by a trained phlebotomist or nurse;
   b. Blood will be collected using sterile needles and vacuum-extraction tubes with a skirted cap;
   c. 70% alcohol swabs will be used for donor’s skin disinfection;
   d. Gauze or cotton-wool ball will be applied over puncture site;
   e. PPE will be used by the phlebotomist (e.g., well-fitting non-sterile gloves and safety mask)
Procedure:

1. Assemble all equipment and supplies including vacutainer tubes labeled with human participant identifier number and a list of human participants with their associated identifier number; the tubes and the list should be provided by research study’s Principal Investigator (PI).
2. Wash hands thoroughly and put on exam gloves. When multiple human participants are having venipuncture, exam gloves should be changed between participants, and hand sanitizer should be used each time gloves are changed.
3. Confirm identity of the human participant by asking their name.
4. Explain the procedure.
5. Position human participant so that they are seated or reclined comfortably with their arm extended to form a straight line from the shoulder to the wrist. In either situation the human participant’s arm and elbow should be firmly supported and not bent.
6. Check both arms to identify a vein, preferable one which runs along to inner part of the forearm close to the surface of the skin. Use of median cephalic vein or median basilic vein are preferable. Select the larger and fuller vein.
7. Palpate and trace the path of the vein several times with your index finger.
8. Open packaged equipment and supplies in the presence of the human participant so that they can see that these items come from original packaging.
9. Tap the vein at the site of the draw with your index finger and second finger; this will cause the vein to dilate.
10. Apply the tourniquet above the desired site of puncture.
11. Ask human participant to form a fist holding it tightly. They should avoid opening and closing the fist as studies show that this can increase blood potassium.
12. Clean the draw site with an alcohol swab (70% isopropyl alcohol) in a circular motion from the center of the area and allow the alcohol to dry. DO NOT touch the venipuncture site again.
13. Using a sterile needle attached to a holder gently insert the needle into the vein at an angle roughly 15 degrees parallel to the vein making sure that the bevel of the needle is point up.

14. Push the vacutainer tube into the holder and repeat as necessary.

15. Once the last vacutainer tube has been filed remove the collection tube from the holder and remove the tourniquet.

16. Remove the needle at the same angle it was inserted.

17. Dispose of the needle in the designated sharps container.

18. Using gauze apply pressure to the site of the venipuncture for 2 minutes or until bleeding stops.

19. Apply tape and gauze or a Band-Aid to the venipuncture site and discard the gauze in the sharps biohazard container.

20. Advise the human participant to consult with primary care provider if any complications develop at the site of venipuncture.

21. Place labeled vacutainer tube in the locked cabinet until shipping.
Appendix D (if applicable):

Specimens Transportation:

All PIs should ensure any biological samples to be shipped are shipped in accordance with the Department of Transportation (DOT) regulations and that the proper paperwork is filed with the appropriate agencies and/or departments.

Specifically, for all blood and saliva specimens, transportation triple packaging should be used:

1. a leak-proof primary receptacle (a tube with tissue),
2. a leak-proof secondary package (sealable plastic bag),
3. an outer package cardboard box or cooler. Absorbents materials should be placed between the primary receptacle and the secondary packaging.
Appendix E (if applicable):

HealthPoint: Occupational Health Program

Laboratory Animal and Biomedical Services

Overview

The primary purpose of the Occupational Health Program – Laboratory Animals and Biomedical Services (OHP-Labs) is to provide support for the prevention and treatment of occupational exposure to hazardous materials in research laboratories. Hazardous materials exposures included in the program are contact with animals, radiological materials, and select biological and chemical agents. This service is offered at no cost to the employee.

Enrollment

Enrollment in OHP-Labs is currently limited to the following participant groups:

1. Researchers and selected other personnel working with bio-hazardous materials such as human blood borne pathogens, cell lines, or tissues.
2. Researchers and other personnel working with or exposed to laboratory animals, animal cell lines, or tissues.
3. Researchers and other personnel who have been exposed to hazardous materials such as chemical, physical, or radiological agents that require medical attention and follow up.

All personnel who may be potentially exposed to bio-hazardous materials and/or animals will be required to submit a confidential questionnaire to the Occupational Health Program Nurse. This will constitute “enrollment” to the OHP-Labs. Depending on the risks associated with their research, personnel may be given the opportunity to decline any further participation in the program. Full participation will be mandatory for research that involves high risk bio-hazardous materials or animals. All research personnel involved in a hazardous materials incident that necessitates medical attention will be required to full enroll in the program.

Confidentiality

Medical records are maintained in a confidential manner, as required by law.

Services

Occupational Services Offered:

1. Health Status and Risk Appraisal: initial and periodic review

2. Health Counseling: for exposures, allergies, pregnancy, and immune status issues
3. Screening and testing: TB screening, respirator evaluation with medical screening and fit testing

4. Vaccinations and Titers: tetanus, flu, hepatitis A and B, rabies, measles, mumps, rubella

5. Treatment: initial injury care should be sought at appropriate medical facilities, i.e.:
   St. David’s Occupational Health Clinic
   918 E 32nd St
   Austin, TX 78705
   (512) 544-8195

6. Case Management: facilitate immediate post exposure care, provide specialist referral as indicated, consult with outside medical providers, ensure appropriate care and follow up

7. Consultation: available for research related personnel and assistance with navigating Texas Workers’ Compensation system

**Location**

The Occupational Health Program (OHP) is located inside the Student Services Building (SSB) in room 3.202. The address is 100 W Dean Keeton, Austin, TX 78712. The main phone number is 512-471-4OHP (4647). The mailing address for the OHP is PO Box 8027, Austin TX 78713. Campus mail code: A9250.
Hepatitis B Vaccination Consent of Declination Form

Full Name: _____________________ UT EID: __________ Date of Birth: __________

I understand that due to my potential occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

I understand that due to my potential occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time because I have previously received the entire series of vaccinations. I understand that by declining this vaccine, I release The University of Texas at Austin from any liability related to the inadequacy of my previous vaccination. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

I consent to be immunized by the HealthPoint Occupational Health Program for the Hepatitis B vaccination (HBV) series. A new consent form will be completed for each injection in the series.

I have been offered the opportunity for Hepatitis B surface antibody testing. I ☑ accept ☑ decline to have my blood tested at no cost to me 1-2 months following completion of the HBV vaccine series to determine immunity. A positive result indicates immunity and a negative result indicates no immunity. If negative, a second 3 dose series will be offered to me and I may be retested. If I remain negative after a second 3 dose series, I will be referred for a medical evaluation.
I understand and/or have been informed about the following:
1. I have received or was offered the HBV Vaccination Information Sheet (VIS) which lists the indications, benefits, presently known side effects and adverse reactions of receiving the HBV vaccine.

2. I have been given the opportunity to ask questions regarding the virus, the vaccine, and my potential occupational exposure.

3. I understand there is the potential for localized non-serious side effects such as soreness, redness, itching and/or fever which is generally self-limiting and requires no treatment.

4. I understand there is no guarantee that I will not experience an adverse reaction or side effect from the HBV vaccine or antibody testing procedure.

5. I have never had a serious allergic reaction or other problem to baker’s yeast, aluminum/aluminum hydroxide, latex or after receiving doses of HBV in the past.

6. I am not currently pregnant. (HBV may be administered during pregnancy with physician authorization.)

7. I am not currently ill.

Signature ________________________________________ Date __________________