# Department or Laboratory-Specific ECP Template

**Department or PI Name:** Click or tap here to enter text.

**Location (include all buildings and room numbers where work with human material will be conducted):**  Click or tap here to enter text.

**Implementation Coordinator/lab Manager:** Click or tap here to enter text.

Place a checkmark by those engineering controls that your department uses to protect employees. In the blanks that follow, write a brief description and the location where employees can find the control device.

**Handwashing (water or alternate) Facilities**

Description: Click or tap here to enter text.

**Sharps Handling (refers to any object that could puncture skin, includes needles, scalpels, pipette tips)**

Safety Devices and Proper Work Practices (indicate all that will be used)

Retractable needles

Sliding sheath/sleeve, hinged cap, other needle guards

Scalpels will use disposable, shielded or retractable

Immediate disposal into a sharps container when the sharp is no longer needed

ONLY use singled handed technique if a needle must be re-capped

Other: Click or tap here to enter text.

Sharps Container locations: Click or tap here to enter text.

**Avoiding exposure to aerosols that cannot be prevented**

Splash Guards

Description: Click or tap here to enter text.

PPE (gloves, lab coat/coveralls, safety shoes, face shield, respiratory protection, goggles/safety glasses, hearing protection)

Description: Click or tap here to enter text.

Biosafety Cabinets

Description: Click or tap here to enter text.

**First Aid Kit**

Description: Click or tap here to enter text.

Location: Click or tap here to enter text.

**Incident/Exposure reporting (such as to the PI, Lab manager, or Supervisor)**

Name of designated person: Click or tap here to enter text.

**Surface and Equipment cleaning and spill cleanup (include frequency, disinfection method and materials used).**

Description: Click or tap here to enter text.

**Waste disposal**

Description: Click or tap here to enter text.

**Other**

Description: Click or tap here to enter text.

**Training (attach a signed roster or training page from SMS\*)**

Bloodborne Pathogens (EHS training) – required annually for personnel who work with human material. To register for this class, go to: <http://www.ehss.vt.edu/train.php> Research personnel must register for Biosafety under either Biosafety or BBP, this course includes the BBP module. Non-research personnel must register for a BBP class under the BBP section.

ECP Review -- Lab personnel must read ECP, and record having read it on ECP signature sheet.

Lab Specific Biosafety awareness training – PI or designee must provide training to lab staff on specific hazards.

*Safe Autoclave Use training* (EHS training) – required training if lab personnel use autoclaves in their work; to register for this online class, go to:<http://www.ehss.vt.edu/train.php>

*Intro to Biological Safety Cabinets* training (EHS training) – required training if lab personnel use biosafety cabinets in their work; to register for this online class, go to: [http://www.ehss.vt.edu/train.php](%20http://www.ehss.vt.edu/train.php)

Other: Click or tap here to enter text.

\*Safety Management System (SMS). Go to this link for more information and to register your lab & personnel: <http://www.ehss.vt.edu/programs/chem_reg.php>

**Note**: A Word version of this template is available on the EHS website at: <http://www.ehss.vt.edu/programs/blood_borne_pathogens.php>