# 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\* for any trainings not conducted by EHS)**

[ ]  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%3A//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>