

2023 UF Bloodborne Pathogen (BBP) Program Instructions

Checklist

- Return [Receipt Acknowledgement and Training Coordinator Designation](#) form
 - Trainer views the 2023 BBP/BMW Train-the-Trainer session in [myTraining](#).
 - Trainer identifies who to train, notifies them, tracks their training and has new BBP program participants complete the [Training and Vaccination - Acceptance/Declination Statements](#)
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Compliance Instructions for Departments

All employees, students, and affiliates at-risk of exposure to bloodborne pathogens must participate in annual bloodborne pathogen training.

Please read the Exposure Control Plan at <http://webfiles.ehs.ufl.edu/BBP-ECP-2022.pdf> to determine which, if any, of your people are at-risk of exposure, as it is the employer's responsibility to determine the at-risk population.

Instructions

1. Determine the at-risk population.

Include all employees (faculty, staff, OPS, students, part-time and temporary), students, volunteers, and affiliates that have reasonably anticipated exposure to human blood, human tissues, or certain other body fluids. Researchers and their staff working in HIV, Hepatitis B or Hepatitis C research laboratories must also participate. Remember to include employees who participated last year if their job duties still warrant inclusion.

2. Appoint a Training Coordinator.

For departments in which only a few people are included in the at-risk population, the principal investigator associated with the laboratory that does the majority of the human blood or tissue work is a good choice.

For larger departments, we suggest appointing several training coordinators, one per each division, for instance. Many departments have had success appointing a faculty member as a subject adviser and support staff to complete the administrative tasks.

All BBP trainers must view the Train-the-Trainer session in [myTraining](#).

Trainers can access the [Bloodborne Pathogens/BMW "Train the Trainer" Resource Guide](#) for assistance and detailed instructions for assigning their department's training.

3. Return the Receipt Acknowledgment and Training Coordinator Designation form to EH&S as soon as possible to:

bs@ehs.ufl.edu, , faxed to 352 392-3647, or sent via campus mail to Box 112190.

4. **BBP/BMW Training**

All employees with potential occupational exposure to human blood, tissue or body fluids must undergo **annual** training that is appropriate to the people being trained. The training program components are specified by law and are outlined on p. 10-11 of the Exposure Control Plan.

5. **Checking for BBP/BMW Compliance**

The department's BBP training coordinator is responsible for checking for compliance and reminding non-compliant personnel to complete their training. There is no need to send a list of those trained to our office unless a live training session was conducted.

BBP trainers must have at a minimum the Reporter role security to view the BBP completions for their department in myTraining. BBP trainers who currently have a Proxy role do not need the Reporter role to track completions. (See [Security Roles](#))

6. **Complete Training & Vaccination Forms**

All at-risk employees must be offered the hepatitis B vaccination series. **New employees** or new participants in the BBP program are required to complete and sign the Training and Vaccination - Acceptance/Declination statement prior to performing job duties that involve exposure.

Current employees who have previously filled out a Training/Vaccination form **do not need** to complete a new form each year, though they can always submit a new one if they declined the vaccination in the past and now wish to accept the vaccination.

Proof of vaccination prior to initial acceptance into a UF-sponsored program that may involve exposure to human blood, tissue, or certain body fluids, may be required.