

University of Pittsburgh Environmental Health and Safety

Instructions for Biological / Chemical Agent Registration Workbook – MAC Version

Environmental Health and Safety has developed a novel process to gather and review information regarding the use of biological and chemical agents on campus. This process centers on a Microsoft Excel-based workbook that functions as the data-gathering tool. The workbook prompts the user to submit information regarding a specific protocol or project. This information is split into five sections: administrative, laboratory, personnel, biological agents and hazardous chemicals.

Two main versions of the workbook have been developed: a macro-enabled version for the PC, and a non-macro, standard spreadsheet version for the Macintosh. Due to constraints on the programming language utilized for the macro-enabled workbook, some functionality has been removed from the Mac version. However, it does retain a similar format and some of the timesaving features of the PC version (e.g. pre-loaded dropdown menus for locations and agents).

Please note that you can simulate the PC mouse right-click functionality by pressing the keyboard **Control** key simultaneous with the single mouse button (hold down the control key as you click the mouse). This simulation is available using MAC OS 8.5 or greater.

Section 1: Administrative Information

The initial section of the workbook covers administrative information involving both the principal investigator and the specific protocol. All information cells in white must be completed. Please note that various cells, when highlighted, convert to drop-down menus for faster data entry. Also, some questions that are initially *grayed-out* may activate (convert to **bold** font) based upon previous answers. These entries should also be completed before continuing with Section 2 (Laboratory).

Section 2: Laboratory Information

Section 2 covers information on all laboratory areas involved in the protocol. The user can record information for up to nine distinct locations in one registration workbook. If a protocol includes more than nine locations, all additional lab information can be submitted to EH&S via email (biosafe@ehs.pitt.edu) or fax (412/624-8524).

Section 3: Project Personnel Information

Section 3 covers information on all personnel involved in the protocol. By entering the total number of individuals, an equal number of data cells become active (or bold). The user can enter information for up to 14 persons. Again, if the protocol includes more than 14, the user is prompted to submit the additional information to EH&S via email or fax.

Section 4: Biological Agent (BA) Information

Section 4 covers information on all biological agents utilized in the protocol. The user can enter information for up to eight bio agents. Additional bio agent information must be submitted to EH&S via email or fax.

When the user selects the appropriate class (via drop-down menu), a pre-loaded list of all bio agents that match that class becomes active in the Select Name cell. If the specific bio agent being used is not listed, the user can enter the name in the following cell. For each biological agent, the user must complete multiple questions on risk mitigation, storage, transport, decontamination, disposal and emergency spill procedures. The answers to these questions are more involved and should be answered thoroughly. Incomplete or missing entries may delay the registration process.

If the biological agent you are registering is classified by governmental regulation as a **Select Agent**, you will be prompted to answer two questions regarding quantity. These must be completed before proceeding to Section 5.

Section 5A: Chemical Agent (CA) Information

Section 5A includes information on all chemicals in the protocol that will be administered to animals. This section includes all anesthetic gases, surgical chemicals and injectibles, and other highly hazardous research chemicals. Users can enter information for up to eight chemical agents. If more than eight chemical agents are utilized in the protocol, the additional information must be submitted to EH&S via email or fax.

When the user selects the appropriate class (via drop-down menu), a pre-loaded list of all chemical agents that match that class becomes active in the Select Name cell. If the specific agent being used is not listed, the user can enter the name and/or CAS number in the following cells.

Please note that the selection of either of the two classes, Anesthetic Gases or Highly Hazardous Research Chemicals, activates specific questions regarding risk mitigation. These questions must be answered before continuing to Section 5B.

Section 5B: Hazardous Chemical (HC) Information

Section 5B covers the non-animal use of a distinct list of highly hazardous research chemicals. This list is available as a dropdown menu in the Select Name cell. Users can enter information for up to eight hazardous chemicals. If more than eight hazardous chemicals are utilized in the protocol, the additional information must be submitted to EH&S via email or fax.

Users also have the option to enter information on other chemicals used in the protocol for which they know of specific and significant hazards. In this case, choose Other in the Select Name data field and provide the appropriate chemical identification in the following two fields.

For each hazardous chemical, the user is prompted to provide information on how it is being utilized in the protocol and what steps are being taken to mitigate specific risks.

Saving Workbook and Submittal

Following completion of all sections, users should save a copy of the workbook to their local hard drive. For Mac users, please include the PC extension **xls** in your filename. Completed workbooks can also be used a basis for modification and revision on subsequent registrations.

Completed workbooks should be emailed to EH&S (biosafe@ehs.pitt.edu).