

University of Pittsburgh Environmental Health and Safety

Instructions for Biological / Chemical Agent Registration Workbook – PC 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.

Section 1: Administrative Information: The initial section of the workbook covers administrative information involving both the principal investigator and the specific protocol.

Click on the first command button ("Enter Principal Investigator Information") to bring up the initial data entry form you will use. Complete each question by either typing an answer in the text box provided or choosing the appropriate entry from the drop-down list.

You can erase all of your answers by clicking on the Reset Form button. A message box will appear asking you to confirm that the form will be reset.

When you have completed all fields, click on the Save Data button. This will store the entered information and will return you to the main menu.

If you want to change or revise any answers, either click again on the "Enter PI Information" button or enter the review page by clicking on the "Review Section 1" button. Complete all revisions and return to the main menu.

Click on the second command button ("Enter Project/Protocol Information"). This will load the next data entry form.

Complete each question using the provided text and check boxes and click "Save Data" when finished.

When you are satisfied with your answers for this module, proceed to Section 2 (Laboratory Information.)

Section 2: Laboratory Information: Section 2 covers information on all laboratory areas involved in the protocol.

Click on the "Enter Lab Information" button to load the next module. Please note the TAB format down the left side of the form; allowing data entry for up to ten distinct laboratory locations. If your protocol includes more than ten labs, please provide this information to EH&S in some electronic format (i.e. text attachment to submission email).

To begin, make sure you are working from the "Lab 1" tab. Please answer all questions by using the drop-down listings, check boxes, or free text fields.

If you have additional labs to register, click on the "Lab 2" tab to continue. Do not press the "Save Data" button between entering lab information.

Repeat entry process for up to 10 labs. When you have no further information to input, click on "Save Data" to store the information and return to the main menu.

When you are satisfied with your answers for this module, proceed to Section 3 (Personnel Information).

Section 3: Project Personnel Information: Section 3 covers information on all personnel involved in the protocol.

Click on the "Enter Project Personnel Information" button to load the next module. Again, please note the TAB format allowing data entry for up to ten individuals. If your protocol includes more than ten individuals, please provide this information to EH&S in some electronic format (i.e. text attachment to submission email).

To begin, make sure you are working from the "Person 1" tab. Please answer all questions by using the check boxes or free text fields.

If you have additional personnel to register, click on the "Person 2" tab to continue. Do not press the "Save Data" button between entering personnel information.

Repeat entry process for up to 10 individuals. When you have no further information to input, click on "Save Data" to store the information and return to the main menu.

When you are satisfied with your answers for this module, proceed to Section 4 (Biological Agent Information).

Section 4: Biological Agent (BA) Information: Section 4 covers information on all biological agents utilized in the protocol.

Click on the "Enter Biological Agent Information" button to load the next module. Please note the multi-TAB format allowing data entry for up to ten biological agents (BA). If your protocol includes more than ten bio agents, please provide this information to EH&S in some electronic format (i.e. text attachment to submission email).

To begin, make sure you are working from the "BA-1" tab. Please choose the option button at the top of the form that corresponds with the class of the agent you wish to register. This choice will populate the drop-down menus below.

If your specific agent is not listed in the drop-down menu, please choose "OTHER" and provide the necessary details in the following free-text box.

If your specific agent is classified as a Select Agent under Federal Regulation, please answer the two questions regarding current and future quantity.

Please note the second set of tabs at the bottom of the form; beginning with "Risk Mitigation." Click on each tab and answer the questions that apply to your specific agent.

If you have additional bio agents to register, click on the "BA-2" tab to continue. Do not press the "Save Data" button between entering agent information.

Repeat entry process for up to ten bio agents. When you have no further information to input, click on "Save Data" to store the information and return to the main menu.

When you are satisfied with your answers for this module, proceed to Section 5 (Chemical Agent Information).

Sections 5A & 5B: Chemical Agent (CA) and Hazardous Chemical (HC) 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. Section 5B covers the non-animal use of a distinct list of highly hazardous research chemicals.

Depending on how the chemical agent is utilized, click on the appropriate command button to load a data entry form. Again, note the TAB format on each form, allowing data entry for up to ten chemical agents (CA) or hazardous chemicals (HC). If your protocol includes more than ten agents for each type, please provide this information to EH&S in some electronic format (i.e. text attachment to submission email).

To begin, make sure you are working from the first tab on the form. Please choose the option button at the top of the form that corresponds with the class of the agent you wish to register. This choice will populate the drop-down menus below.

If your specific chemical is not listed in the drop-down menu, please choose "OTHER" and provide the necessary details in the following free-text box.

If you have additional chemicals to register, click on the sequential tabs to continue. Do not press the "Save Data" button between entering agent information.

Repeat entry process for up to ten chemicals. When you have no further information to input, click on "Save Data" to store the information and return to the main menu.

Saving Workbook and Submittal

Following completion of all sections, users should save a copy of the workbook to their local hard drive. Completed workbooks can also be used as a basis for modification and revision on subsequent agent registrations.

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