

NSABB

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■ Areas which must be addressed in all Institutions

- Personnel Reliability
- Electronic Inventory
- Training and Documentation

Containment Laboratory Employee Reliability Program

■ Human Resources

- Verify U.S. citizenship or visa information
- Inform Manager of any disqualifying factors
- Participate in the continuing evaluation process of all volunteers
- Report any inappropriate behavior, questionable circumstances that may adversely affect the safety or security of the employee or others in the program

Containment Laboratory Employee Reliability Program

■ Environmental, Safety and Health Office

- Responsible for maintenance of Volunteer records and containment laboratory entry records
- Subject to requirements of the Privacy Act
 - Volunteers medical certifications, vaccination logs, and baseline serum sample records maintained for duration of employment plus 5 years
- Initiate Law Enforcement Check
 - CDC Select Agent Program
 - FBI/Criminal Justice Investigative Services

Containment Laboratory Employee Reliability Program

- The EHS Office will keep copy of CDC/CJIS Report in the individual's ERP file
- The EHS Office will inform the Manager and HR of any disqualifying factors, disqualifying considerations, or unusual or suspicious incidents involving the Volunteer
- The EHS Office will make changes to the ERP roster and laboratory entry rosters, as necessary

Containment Laboratory Employee Reliability Program

- The EHS Office will schedule appointments for pre-placement, annual, return-to-work evaluations and termination examinations for containment laboratory Volunteers
- The Biosafety Officer or designee will supply the Volunteer with:
 - Interoffice memo with instructions to the employee regarding the time, date, and place of examination
 - Medical History Form
 - OSHA Respirator Medical Evaluation Questionnaire

Containment Laboratory Employee Reliability Program

■ Immunization Program

- Volunteer is required to participate in the immunization and vaccination program
- EHS maintains the immunization database and will arrange for the Volunteer to receive the appropriate immunizations and vaccinations
 - Evaluation of vaccine efficacy and use of investigative vaccines will be determined only after consultation with the occupational health physician, Department Chairs, Biosafety Officer and the EHS Director

Containment Laboratory Employee Reliability Program

■ Medical Evaluation

- Volunteers will receive pre-employment, periodic (annual), return-to-work evaluations and termination physical examinations
- The physician will receive a copy of the ERP plan and any subsequent updates
- The medical criteria covered on the examination by the physician are based on the employee's physical requirements for pre-placement, periodic, and termination examination

Containment Laboratory Employee Reliability Program

- **SFBR's Proposed Occupational (Random) Drug Screening Program**
 - Volunteers will undergo drug screening prior to entering the program, and thereafter, at least every two years on a random basis
 - The medical provider will be responsible for administration of the drug-testing program
 - Perform random selection of staff from the ERP
 - Notify EHS Office of randomly selected employees the day prior to collecting the sample
 - Collect urine samples and analyze samples
 - Notify the EHS Office of any employees who do not report for testing and notify HR and Manager of any positive results

Containment Laboratory Employee Reliability Program

■ Disqualifying Factors

- Any felony conviction within the past five years
- Use of narcotics, amphetamines, or barbiturates not prescribed by a physician within the past three years
- Involvement in the trafficking, cultivation, processing, manufacturing, or sale of any narcotic or illicit drug
- Restricted Person according to the U.S. Patriot Act

Containment Laboratory Employee Reliability Program

■ Disqualifying Considerations

- One of more misdemeanor convictions within the last two years
- Alcohol Abuse
- Current or pending formal charges for any criminal offense
- Medically documented mental or emotional condition or circumstance that poses a security risk or potential harm to the individual or to others
- Medically documented condition that results in a compromised or suppressed immune system

Containment Laboratory Employee Reliability Program

■ Permanent Disqualification

- The Manager, after consulting with Human Resources and Department Chairs, will determine if the individual may continue participation in the ERP
- The Manager will use the disqualifying factors and disqualifying considerations listed previously in making the determination
- The Manager will assess the seriousness of the employee's disqualification and record of performance when making the final decision
- The Manager will notify the staff member, Human Resources, and the EHS Office when the employee is disqualified