

Collateral Duty Statement Location Biosafety Officer Assignment

Duties and Responsibilities:

For up to 20% of official duty time, performs the following biosafety related duties as a collateral duty assignment. This assignment is not grade controlling or a primary duty. Specifically, the Collateral Duty Biosafety Officer will:

1. Act as the point of contact for the location. Implement the location's biosafety program.
2. Ensure location meets biosafety requirements consistent with ARS policy and industry guidelines. Provide assistance in resolving location biosafety and biocontainment issues.
3. Advise on safe work practices and procedures that affect the location, environment, and personnel. Ensure safe work practices and procedures are maintained.
4. Conduct routine biosafety inspections to identify potential hazards and deficiencies. Recommend changes to procedures.
5. Assure that the location ships and transports infectious substances and biological substances in accordance with Department of Transportation, International Air Transport Association, World Health Organization, Center for Disease Control, Animal Plant Health Inspection Service, and ARS regulations and guidelines.
6. Provide guidance on the decontamination and disposal of biohazardous or potentially biohazardous materials IAW applicable regulations (Federal, state, and local), to Research Leaders, staff, and other line management officials.
7. Assure appropriate biological safety cabinets and/or other appropriate engineering controls are selected for work that has the potential to generate biohazardous aerosols. Ensure that a program, either in-house or contractual, is in place for certification and maintenance of biological safety cabinets according to industry standards (i.e., NSF-49). Assure that other HEPA filtered ventilated engineering controls are certified according to National Sanitation Foundation.
8. Arrange for training in the use of biological cabinets, general biosafety and containment principles and practices, decontamination, and waste management.
9. Communicate biosafety, health, and environmental related matters to appropriate personnel.
10. Serve as a member on the location's Institutional Biosafety Committee.
11. Attend and participate in agency biosafety training and industry biosafety conferences/training, as appropriate.

12. Collaborate with location Safety and Health staff, HQs Safety, Health, and Environmental Management staff, Human Resources, and location management. Investigate with area management occupational exposure incidents involving biological materials to determine causality and whether changes in administrative controls, engineering controls, or personal protective equipment can be implemented to reduce the probability of subsequent occupational exposure incidents.

13. Identify and prioritize annual biosafety program goals and objectives to include budget requirements in conjunction with the location Budget Officer or Research Leader/Center Director.

14. Prepare reports and other correspondence requested by regulatory agencies (Federal, state, and local) and agency personnel (location, area, and Headquarters). Ensure program records and documentation is clear, complete, and accurate.

April 25, 2011
(November 2006)