



## **University of Hawaii Biosafety Program** **Guidance for Visitors/Non-Lab Personnel in University Biological Laboratories**

**This guidance applies to non-lab personnel that wish to enter University of Hawaii (University) biological laboratories and who have not been appropriately trained to enter the requested laboratory spaces, including but not limited to administrators, educational tours, filming crews, facilities and contractors.**

**To minimize unforeseen liability issues and/or safety concerns for the University, the University Institutional Biosafety Committee requires that the Biosafety Office be made aware of all visits to biological labs at least 48 hours in advance.**

- 1) Careful coordination and planning with the Principal Investigator(s) responsible for the biological lab is needed.
- 2) All infectious and genetically modified materials are to be secured prior to the visit. All lab staff are to be made aware of the upcoming visit to ensure that no active manipulation with biological materials is taking place at the time of the visit.
- 3) The PI or appropriately trained designee are to provide a general hazard communication to those non-lab personnel entering the space before entry. We strongly recommend a written hazard communication that the visitor can read and sign off that they understand.  
Hazard communication includes but is not limited to disclosure of the hazards within the lab space and how those hazards have been safeguarded for their entry, any Personal Protective Equipment (PPE) requirements for entry, identification of emergency exits and safety equipment (eye washes, spill kits, etc), and notification that no food, drink or handling of cosmetics is permitted in the lab space.
- 4) Participants can wear street clothes, but closed-toe shoes are required. Certain areas may have other Occupational Health and Quarantine requirements (i.e. vaccines or TB test).
- 5) Any in-lab demonstrations must be pre-approved by the Biosafety Office at least 48 hours in advance (subject to further approval by the IBC) and PPE may be required for participants as a condition of demonstration approval. Please email a description of the demonstration to [uhibc@hawaii.edu](mailto:uhibc@hawaii.edu) with the following:
  - Location where the demo will be given and number of participants
  - Any hazardous materials involved (risk group of biological material)
- 6) Use of photography or videography is not recommended for security and liability reasons. Coordinate requests with the University Public Relations Office and the Lab Director or PI.
- 7) Restricted Spaces:
  - Entering Select Agent Labs is not permitted. Repairs must be planned in advance with the PI and Biosafety Office.
  - Entering BSL-3/ABSL-3 labs require approval from the JBF Lab Director and Biosafety Office (generally not allowed while the lab is “active”).
  - Entry to BSL2 and higher safety level labs is not recommended and requires controlled access and a trained escort at all times. Consult with the University Biosafety Office prior to coordinating visits to these spaces so that specific guidance for each lab can be provided.
- 8) Other Special Considerations:
  - [Service animals](#) are not permitted in laboratories/classrooms overseen by the IBC and designated BSL2/ABSL2 or higher.
  - Contact [Animal and Veterinary Services](#) for specific requirements regarding visitors in the biomedical vivariums.
  - Additional requirements for **Minors in Laboratories** can be found [here](#).
  - Specific details on requirements for **Facilities Maintenance Personnel** and contractors can be found [here](#).
  - Verify other restrictions/requirements with **University Environmental Health and Safety** and **Radiation Safety**.