

E-MAIL JULY 2009:

Sent to 42 Supervisors regarding 105 lab personnel without biosafety training

Hello,

The biosafety training records of your laboratory personnel indicate the following:

Personnel:

Jack Knife: June 16, 2008

Jane Doe: No Record

John Smith: No Record

As indicated above, there are no biosafety training records for some of your workers. If the records are incorrect, please provide the date when the biosafety training was completed and I will be able to verify it by checking the archives. If any of the workers are no longer in your laboratory, please let us know. Otherwise, please be sure that everyone is trained by **October 10, 2009**.

Biosafety training is offered monthly. To register for the course, please go to the below link:

http://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm

If you have any questions, please feel free to contact me.

Thank you for your cooperation
On behalf of Jennifer Stanley,

RESULTS (as of October 20, 2009):

Compliance data:

14 labs have complied, 36 people have been trained
28 labs are still out of compliance, 69 people have not been trained

DRAFT FOLLOW-UP E-MAIL

Hello there:

Please note that this is your second reminder with regards to the biosafety training records for your lab personnel. The biosafety training for the following lab personnel is now overdue and must be completed by _____ **(two months from the sending date)**.

(Add lab personnel here)

If these lab personnel no longer work in your laboratory, please let us know.

Failure to maintain compliance with biosafety requirements puts the University's standing with granting agencies in jeopardy. Not having your personnel trained could result in the loss of your approval to use biohazardous material.

To register for training, the website is:

http://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm

Once this training has been completed, please send an e-mail to Frank at slee785@uwo.ca.

If you have any questions, please contact me at X81135.

Regards,
Jennifer Stanley