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**U.S. Environmental Protection Agency**

**Organization Name**

**Street Address**

**City, State, and Zip Code**

Date: \_\_\_\_\_\_\_\_\_\_\_

**SUBJECT: Documentation of Completion of Bloodborne Pathogen Exposure Control Training**

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| --- | --- | --- | --- |
| **To:** |  |  |  |
|  | (Name of Trainee) |  | (Job Title) |
| **From:** |  |  |  |
|  | (Name of Person Issuing this Letter) |  | (Job Title) |

This letter documents that (Name of trainee) has participated in the following training:

Course Name: Bloodborne Pathogen Exposure Control Training .

Course Location: .

Course Date: .

Name of instructor: .

Instructor’s qualifications: .

Training topics included:

* A general explanation of the epidemiology and symptoms of bloodborne diseases.
* An explanation of the modes of transmitting bloodborne pathogens. (For example, the trainer conveyed the idea that a number of bloodborne diseases other than HIV and HBV exist, such as hepatitis C and syphilis.)
* Information about Exposure Control Plans and the means by which employees can obtain a copy of their plan.
* The methods for recognizing tasks and other activities associated with exposure to bloodborne pathogens.
* An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
* Information on the types, proper use, location, removal, handling, decontamination, disposal, and the basis for the selection of personal protective equipment.
* Information about the hepatitis B vaccine, including information about it’s efficacy, safety, method of administration, the benefits of vaccination, and that EPA will make it available free of charge.
* Information on the appropriate actions and person to contact in case of an emergency involving blood or other potentially infectious materials.
* An explanation of procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
* Information on the post-exposure evaluation and follow-up that will be made available.
* An explanation of the signs and labels and/or color coding required by OSHA.
* An opportunity for interactive questions and answers with the person conducting the training session.
* The content of OSHA Standard 29 CFR 1910.1030—Bloodborne Pathogens.

Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.