



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

DIANNE L. HOWARD
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January 13, 2012
Bulletin # P-14135-CFO/RBM

Contact Person:
Linda King PX48245 (434-8245)

Action By:
January 20, 2012

TO: All Principals and Department Heads

FROM: Michael J. Burke 
Chief Financial Officer

SUBJECT: BLOODBORNE PATHOGENS REFRESHER (BBPR) ANNUAL TRAINING - 2012

This bulletin provides information regarding the annual BBPR training requirements. All employees in job categories 1 and 2 of the Exposure Control Plan who have completed the initial BBP training PRIOR TO NOVEMBER 1, 2011, require this yearly update. **This year's training will be in TrainU.**

Each school/department shall designate an individual to be the "Contact Person" to ensure training requirements are met. The "Contact Person" for last year (BBPR 2011) will receive a copy of this BBPR 2012 bulletin via email. If he or she is going to be the "Contact Person" again this year, no response will be necessary. If not, he or she will be asked to provide Risk Management with the name of the "Contact Person" for this year no later than January 20, 2012. If you have questions, please contact Kathy Alm via email at kathy.alm@palmbeachschools.org or by calling PX48176.

Detailed instructions will be emailed to each "Contact Person" the week of January 23, 2012. The instructions will also include PeopleSoft "short cuts" to assist in printing out the list of employees in the BBP program at their respective school or department. The dates for completing BBP Refresher 2012, in TrainU, will be from **February 1 to March 30, 2012.**


CHARTER SCHOOLS - Pam McCoy (Specialist/Charter Schools) will be sending your information packet under separate cover. She will be requesting a "Contact Person" at that time.

PLEASE NOTE: If you are a Department Head, and you **do not have employees in the BBP program** – you need not do anything in regard to this bulletin. If you are not sure, please call our office at PX48176.

If you have any other questions, please refer to the Contact Person noted above.

EWG/DH/LK/ka

Approved: _____


E. Wayne Gent
Superintendent

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