



Lab-Specific Safety Training Record

The University requires documentation that all laboratory personnel have received Lab-Specific Safety Training. This training is provided by the Principal Investigator (PI) or their designee.

Principal Investigator:

Date:

Department:

This checklist will assist the PI or Lab Supervisor in providing training as described in the OSHA Laboratory Safety Standard and the University's Research Safety Program. It is the Principal Investigator's responsibility to ensure all research laboratory personnel (employees, students, visiting researchers) are trained. This training must be provided initially, annually, and anytime there is a major procedural change. This record should be used as a guide to the contents you should cover in the training. You must address all hazards that are applicable to your research, including: chemical, biological, and radiation safety. Please keep this record for 5 years as documentation of the training.

In addition, the Department of Environmental Health and Safety (DEHS) requires employees to take general safety refresher training annually. Please contact your Department's Research Safety Officer for information regarding this training. Additional task-specific training topics should be covered based on the hazards in your lab as appropriate. Training resources are provided on the [DEHS web site](#).

Review the following:

General:	Yes	No	N/A
1. Lab-specific standard operating procedures (SOPs) for the safe handling and use of chemical, biological, and radioactive materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Physical and health hazards (acute and chronic) associated with the materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Signs and symptoms associated with exposures to hazardous materials in the lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Methods and observation techniques to determine the presence or release of hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Precautions that will be taken to mitigate hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Location of signage including safety signs and emergency numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. How to properly clean-up your laboratory equipment and work areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Procedures for transporting hazardous materials safely across campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Where to access DEHS safety training modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Safe handling and disposal of sharps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chemicals:

	Yes	No	N/A
1. Storage location of chemicals and their segregation by compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Requirements for chemical labeling on primary and secondary containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use, storage, and handling of gas cylinders and cryogenics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Use of specific chemicals that would warrant exposure monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Chemical waste program information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Biological:

	Yes	No	N/A
1. Annual Bloodborne Pathogen training for working with human material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Biosafety Manual and Exposure Control Plan Policies and Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Biological Waste Disposal Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Biological Decontamination & Spill Clean-up Plan Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Biohazards and Toxin Decontamination & Spill Clean-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Review of SOPs and safe handling of infectious agents used in your research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Radiation:

	Yes	No	N/A
1. General requirements (posting, training, security)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Food and beverage prohibition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proper laboratory attire (Lab Safety Plan) see also PPE below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Contamination surveys and instrumentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Radioisotope spills and emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Permit Holder responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Radioisotope purchasing and transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Radioactive waste management/disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. GM operation and survey protocol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Record keeping requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Personnel monitoring and dosimetry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Prenatal exposure guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. ALARA considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment:	Yes	No	N/A
1. Safe use of Chemical Fume hoods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Biological Safety Cabinet use and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proper use of other ventilation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Safe and effective use of Autoclaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Centrifuge Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Eyewash flushed weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Hand washing Sink readily accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Protective Equipment (PPE):	Yes	No	N/A
1. PPE requirements for personnel including selection of gloves , lab coats, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Where personnel can obtain PPE and how to launder or dispose of after use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Response:	Yes	No	N/A
1. Handling incidents in the lab including exposures, needle sticks and applying first aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Location of emergency equipment including spill kits, fire extinguishers and alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Emergency shut-offs for water and gas in your laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Emergency procedures including evacuations and spill clean-up (contact DEHS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Where to seek Medical Treatment in the event of an injury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Current information posted on the door and by the phone for afterhours incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Waste:	Yes	No	N/A
1. Processes and locations for proper chemical waste disposal in your department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. How to dispose of broken glass and prep glass bottles for recycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Procedures for disposal of highly toxic chemicals, carcinogens or chemotherapeutics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Correctly labeling and storing hazardous chemical waste and waste containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Biohazardous waste handling procedures (autoclaving, red-bagging, liquids, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Animal Research Activities	Yes	No	N/A
1. Safe handling of animals and animal care guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Proper disposal of animal tissues and carcasses (digester, red bag or yellow bag)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cage changing (in a biosafety cabinet or with approved respiratory protection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Documentation:

	Yes	No	N/A
1. Location of Material Safety Data Sheets and lab-specific SOPs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Copy of the current Departmental Laboratory Safety Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of Training Records for all laboratory personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Incident report forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hazardous Waste Guidebook , Radiation Protection Manual and Biosafety Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Recent laboratory audit reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Self-Inspection forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Health:

	Yes	No	N/A
1. Occupational Health requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. How to get vaccinated, medically evaluated, or fitted for respiratory protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Site Specific Topics: (Describe any additional topics covered during the training.)

Certification:

In accordance with the OSHA Laboratory Safety Standard and the University's Research Safety Program, the individuals listed below have been provided with Lab-Specific Safety Training.

Printed Name

Signature

Date

I certify that the topics indicated on this training checklist were covered (as applicable) in this training session.

Instructor:

Signature:

Date of training: