**Laboratory-Specific Employee Training Record**

**Initial Training Requirements (Rev. 06/2024)**

**Employee Full Name:**

**Employee eID:**

**Laboratory PI:**

**Laboratory Manager:**

**Employee Supervisor:**

**Laboratory Location:**

**Employee Start Date:**

Chemical Hygiene Training 29 CFR 1910.1450 and

Hazard Communication Standard 29 CFR 1910.1200

|  |  |
| --- | --- |
| **Chemical Hygiene Plan** | **Date Completed** |
| Orientation to the content and location of the:   * EHS Laboratory Safety Manual * Lab-specific Standard Operating Procedures (SOPs) * Safety Data Sheets (SDSs) * Emergency contact numbers, including after-hours emergency contacts * Any other lab-specific information pertaining to chemicals, including work policies * Department-specific plans and policies for chemical use, chemical hygiene, working alone, working after hours etc. * Completed Laboratory Hazard Assessment Forms |  |
| Methods for finding exposure limits for chemicals used in laboratory |  |
| Location of Safety Data Sheets (SDSs) for each work location and how to read a Safety Data Sheet |  |
| Workplace hazards (physical and health hazards of chemicals), identification of the presence or release of hazardous chemicals, signs and symptoms of chemical exposure for chemicals in laboratory |  |
| Provisions for additional worker protection for work with particularly hazardous substances including “select carcinogens”, reproductive toxins, substances with a high degree of acute toxicity. Provisions may include designated working areas, use of containment devices (i.e. glove box, fume hood), procedures for safe removal of contaminated waste, decontamination procedures |  |
| Personal protective equipment (PPE) requirements for laboratory, including donning, doffing, and disposal |  |
| Chemical storage practices in the laboratory. Chemicals should be segregated by chemical class and stored in secondary containment. |  |
| Containment and disposal of all laboratory waste. EHS Waste tags, waste pick-up requests, storage locations, storage limits, storage timelines, segregation of waste, and acceptable waste containers. |  |
| Location of laboratory emergency equipment: emergency showers, eyewashes, first aid kits, spill kits, fire extinguishers, fire pull stations, emergency gas shut offs, etc. |  |
| Training on GHS pictograms and potential interpretations |  |
| Training on chemical container labelling for lab generated containers (full chemical name of all components and percentages, date generated, responsible individual initials, and pictograms/ hazard statements) |  |
| How to respond to spills, exposures, and other emergencies and report to EHS |  |
| How to report near misses and incidents to EHS |  |

Chemical-Specific Training

|  |  |  |
| --- | --- | --- |
| **Name of Chemical** | **Policies and Practices Reviewed** | **Date Completed** |
| Ex: Working with Hydrofluoric Acid, Cryogens, Formaldehyde |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Biological Safety

|  |  |
| --- | --- |
| **Biosafety** | **Date Completed** |
| Orientation to the content and location of the:   * EHS Laboratory Safety Manual * EHS Biohazardous/Medical Waste Management and Sharps Procedures * EHS Chemical Hygiene Plan * Laboratory Biosafety Manual * Lab-specific Standard Operating Procedures (SOPs) * IBC Protocol(s) (if applicable) * Agent-specific fact sheets * Emergency contact numbers, including after-hours emergency contacts * Any other lab-specific information pertaining to biological work, including work policies * Department-specific plans and policies for biological work, working alone, working after hours etc. |  |
| Observes universal precautions (treating all human blood and other potentially infectious material (OPIM) as if known to be infectious with bloodborne pathogens) |  |
| Training on laboratory equipment used for work with biological agents (i.e. centrifuge, biosafety cabinet, isolator, clean bench, autoclaves, liquid nitrogen tanks, etc.). |  |
| Identification and use of engineering controls that isolate biological hazards from the workplace in the laboratory (biosafety cabinet, sharps disposal containers, safer mechanical devices, safer sharps, needless systems, etc.). |  |
| Identification and use of work practice controls (handling and disposing of sharps, handling specimens, handling laundry, cleaning of contaminated surfaces and items, use of appropriate disinfectants, broken glass disposal etc.). |  |
| Personal protective equipment (PPE) requirements for laboratory, including donning, doffing, and disposal |  |
| Training on vaccinations, prophylaxis, and treatment for agents in use, if applicable. |  |
| Location of laboratory emergency equipment: emergency showers, eyewashes, first aid kits, spill kits, fire extinguishers, fire pull stations, sharps disposal containers, biological spill kits, broken glass containers, etc. |  |
| How to respond to exposures, and other emergencies and report to EHS and IBC, if applicable |  |
| How to report near misses and incidents to EHS and IBC, if applicable |  |

Bloodborne Pathogens Training 29 CFR 1910.1030

Required for employees with known or reasonable potential contact with human blood and body fluids.

|  |  |
| --- | --- |
| **Bloodborne Pathogens Program** | **Date Completed** |
| Orientation to the content and location of the:   * EHS Laboratory Safety Manual * EHS Exposure Control Plan (ECP) * Lab-specific Standard Operating Procedures (SOPs) * Emergency contact numbers, including after-hours emergency contacts * Any other lab-specific information pertaining to bloodborne pathogens, including work policies * Department-specific plans and policies for bloodborne pathogens, biological work, working alone, working after hours etc. |  |
| Observes universal precautions (treating all human blood and other potentially infectious material (OPIM) as if known to be infectious with bloodborne pathogens) |  |
| Identification and use of engineering controls that remove or isolate bloodborne pathogens hazards from the workplace in the laboratory (sharps disposal containers, self-sheathing needles, safer mechanical devices, safer sharps, needless systems, etc.). |  |
| Identification and use of work practice controls (handling and disposing of contaminated sharps, handling specimens, handling laundry, cleaning of contaminated surfaces and items, use of appropriate disinfectants, etc.). |  |
| Personal protective equipment (PPE) requirements for laboratory, including donning, doffing, and disposal |  |
| Hepatitis B vaccine offered within 10 days of initial assignment to a job with occupational exposure. Declination form completed if vaccine declined. |  |
| Review warning labels (including placing a biohazard symbol sticker) affixed to containers of regulated waste, contaminated reuseable sharps, fridges and freezers storing biological samples or OPIM, containers used for storage, shipping or transport, equipment, contaminated laundry.  Laboratory signage on all entrances to the laboratory should have the biohazard symbol posted. |  |
| Location of laboratory emergency equipment: emergency showers, eyewashes, first aid kits, spill kits, fire extinguishers, fire pull stations, sharps disposal containers, biological spill kits, etc. |  |
| Information and training received for bloodborne pathogens and associated diseases, methods used to control occupational exposure, hepatitis B vaccinations, and medical evaluation and post-exposure follow-up procedures. |  |
| How to respond to exposures, and other emergencies and report to EHS |  |
| How to report near misses and incidents to EHS |  |

Agent-Specific Training

|  |  |  |
| --- | --- | --- |
| **Name of Chemical** | **Policies and Practices Reviewed** | **Date Completed** |
| Example: Working with E. coli, working with influenza |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Isotope-Specific Training

|  |  |  |
| --- | --- | --- |
| **Name of Chemical** | **Policies and Practices Reviewed** | **Date Completed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Lab Equipment-Specific Training

|  |  |  |
| --- | --- | --- |
| **Name of Equipment** | **Policies and Practices Reviewed** | **Date Completed** |
| Example: Using an ultracentrifuge, using a biosafety cabinet, using a fume hood, using an autoclave |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Laboratory Procedure-Specific Training

|  |  |  |
| --- | --- | --- |
| **Name of Procedure** | **Policies and Practices Reviewed** | **Date Completed** |
| Example: Filling liquid nitrogen tank, loading a sample on an analyzer, laboratory inventory processes (including EHS Assistant) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Institutional Training Record (CITI Trainings (Research Compliance), Safety Trainings (EHS), etc.).

|  |  |  |
| --- | --- | --- |
| **Name of Training** | **Training Source (CITI, Vivid, etc.)** | **Date Completed** |
| Example: Respiratory Protection Training |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Animal Procedure-Specific Training

|  |  |  |
| --- | --- | --- |
| **Name of Procedure** | **Policies and Practices Reviewed** | **Date Completed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Other

|  |  |
| --- | --- |
| **Name** | **Date Completed** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |