

Site Specific Training Checklist

This checklist documents that you have completed training at your site and specific to your job duties. If you move to a different site, this will need to be filled out again before beginning your duties there. All pages must be completed on an annual basis.

Location and Review of Safety Protocols	Radiation	Chemical	Biological/Toxin	Bloodborne	Completed
Emergency Contacts	X	X	X	X	
Emergency Response Procedure	X	X	X	X	
Standard Operating Procedures (task specific)	X	X	X	X	
MSU's food in lab policy	X	X	X	X	
Chemical Hygiene Plan		X	X	X	
MSDS		X	X	X	
Radiation Safety Manual	X				
Hazardous Waste Guide	X	X	X	X	
Biohazardous Waste Plan			X	X	
Biological Safety Manual			X	X	
Exposure Control Plan				X	
Source Protocol				X	

Inventory, Storage, Labeling, and Proper Use	Radiation	Chemical	Biological/Toxin	Bloodborne	Completed
Chemical Storage		X	X	X	
Hazardous Chemicals		X	X	X	
Biohazardous Materials (and toxins)			X	X	
Radioactive materials	X				

Location, Proper Use , and Maintenance:	Radiation	Chemical	Biological/Toxin	Bloodborne	Completed
Fume Hood		X	X		
Personal Protective Equipment		X	X	X	
Emergency Eyewash/Shower		X	X	X	
Compressed Gases		X	X	X	
Chemical Spill Kit		X	X	X	
Biological Spill Kit			X	X	
Biosafety Cabinet/Laminar Flow Hood			X	X	
Autoclaves			X	X	
Disinfectants			X	X	
Safer Sharps				X	
Survey Instruments	X				
Radiation license	X				

Waste Segregation, Storage, Transport, Treatment	Radiation	Chemical	Biological/Toxin	Bloodborne	Completed
Sharps Waste		X	X	X	
Glass Waste		X	X	X	
Solid Waste		X	X	X	
Liquid Waste		X	X	X	
Waste Tags		X	X	X	
90 Day Disposal		X	X	X	
Transport		X	X	X	
Treatment/Decontamination	X		X	X	
Radioactive waste	X				

Security	Radiation	Chemical	Biological/Toxin	Bloodborne	Completed
Laboratory Security	X	X	X	X	
Inventory	X	X	X	X	

Worker Consent:

I certify that I have been provided with and understand the information indicated above. I understand that this is a certification of PI/Manager/Precept/Trainer site specific training and informed consent, and does not constitute a waiver of my rights. I understand that I am responsible for adhering to all safety practices, laws, rules and guidelines.

Print Employee's/Student Name (Trainee)	Employee's/Student Signature Date (Trainee)
Print PI/Manager/Precept/Trainer Name	PI/Manager/Precept/Trainer Signature Date

EHS protects the environment, protects human health within our boundaries and the surrounding community, and ensures a safe workplace for all persons engaged in work for the University. Visit [the MSU EHS website](#) for additional information, or call (517) 355-0153 for service.