



Site Specific Training Checklist

This checklist is to document 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	

Description of listed items to review:

- Emergency Contacts - Same as posted on door signs
- Emergency Response Procedure –who to report to, unusual events, suspicious persons, active violence, tornado, fire, chemical spill, radioactive spill
- Standard Operating Procedures – Online/ hard copy in lab, present upon inspection for any procedure involving radioactivity, bloodborne material, biohazard, or hazardous chemical
- MSU Food in lab policy – show where to store and consume food and drink outside of lab
- Chemical Hygiene Plan – Online/hard copy in lab , present upon inspection
- MSDS - know location and present upon inspection
- Radiation Safety Manual – Online/hard copy in lab, present upon inspection
- Hazardous Waste Guide – Online/hard copy in lab, present upon inspection
- Emergency Response Procedures - Post in prominent place in lab or near phone
- Biological Safety Manual – Online/ hard copy in lab, present upon inspection
- Biohazardous Waste Plan - Online or hard copy in lab and present upon inspection
- Exposure Incident Response Procedure - Post in prominent place
- Exposure Control Plan – Online/hard copy in lab, present upon inspection
- Source Protocol – Online/hard copy in lab, present upon inspection see Exposure Control Plan
- Chemical Storage - Know what types are stored where and how to label
- Hazardous Chemicals - Know what types are stored where and how to label
- Biohazardous Materials - Know what types are stored where and how to label
- Radioactive Materials – know what types of isotopes, where they are stored, how to label, etc.
- Fume Hood - Know when and how to use
- Personnel Protective Equipment - know what types, when to use, and how to maintain them
- Emergency Eyewash/Shower - Know location and maintenance
- Compressed Gasses - Know how and when to use
- Chemical Spill Kit - Location and maintenance
- Biological Spill Kit - Location and maintenance
- Biosafety Cabinet/Laminar Flow Hood - Location, use and maintenance including certification
- Autoclaves - Location, use and maintenance including certification

- Disinfectants - Location, use, concentration, MSDS, expiration and disposal
 - Safer Sharps - Use, annual review, and evaluation
 - Survey Instruments – how to use and maintain
 - Radiation license – what it is for, how much, and restrictions
 - Sharps/Glass/Solid/Liquid Waste - Location, labeling, use and disposal of container
 - Waste Tags - Use
 - 90 day Disposal - what wastes fall under this law
 - Transport - secondary container use
 - Treatment/decontamination - how to treat each type of waste, hazard, spill
 - Radioactive waste – how to treat, store, and order disposal
 - Laboratory Security - Aware of security plan for MSU, department policies, and lab policy
 - Inventory - Online or hard copy of hazardous/biohazardous material, present upon inspection
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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 (Trainee)	Date
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.

