



# Laboratory Site-Specific Training Checklist

## Step 1: Conduct Training and Complete Form

Complete fillable PDF or print and fill out a hard copy. More instructions provided on page 2.

Worker Name: \_\_\_\_\_ NetID/Email: \_\_\_\_\_

PI Name: \_\_\_\_\_ NetID/Email: \_\_\_\_\_

Lab Building: \_\_\_\_\_ Lab Room#: \_\_\_\_\_

Trainer (if not PI): \_\_\_\_\_ Training Date: \_\_\_\_\_

## Risk Categories

Indicate subjects covered during training (must correspond to risks present in lab). See guide on following pages for checklist of items that should be discussed in each category.

- Basic Laboratory Safety (required for all lab employees)
- Chemical Safety
- Biological Safety
- Bloodborne Pathogens
- Radioactive Materials
- X-Ray Machines
- Laser
- Emergencies (required for all lab employees)

## Training Notes

## Step 2: Upload Form to Ability LMS

If using hard copy, photograph page 1 of your completed form and save/send to an internet connected device.

1. Name your file using the convention ***sstc-yourNETID-YY***. Limit file name to 18 characters, do not include periods/dots in file name. Example ***sstc-JOESPARTY-22***
2. Upload your file to the [Lab Site-Specific Course in Ability LMS](https://bit.ly/EHS-0055-WBT) (<https://bit.ly/EHS-0055-WBT>).

If you work in multiple locations, upload a form for each location.

# Training Guide

**AUTHORIZED TRAINER:** The PI may designate an alternate trainer to conduct the training; however, the PI is ultimately responsible for ensuring all workers in the lab are trained.

**LOCATIONS:** Site-specific training is required at each lab/clinic location. Site-specific training is required for all employees, including supervisors, prior to beginning work and annually thereafter – complete the checklist together, then upload the form to Ability LMS.

Required at MSU and satellite locations for:

- Employees
- Students
- Volunteers
- Principal Investigators
- Personnel not listed that work with hazardous materials or supervise those personnel

## Risk Categories

Tailor the training to your site. All laboratories should cover Basic Laboratory Safety and Emergencies. Cover other risks present in the lab/relevant to the individual and their work in your laboratory.

### Basic Laboratory Safety

1. Location, appropriate use, maintenance, and disposal of personal protective equipment (lab coat, safety goggles or glasses, protective gloves)
2. Correct use of chemical fume hoods, biosafety cabinets, chemical storage cabinets, refrigerators, centrifuges, and other equipment specific to the laboratory
3. Acceptable areas outside of lab for food storage and consumption
4. Laboratory security procedures

### Chemical Safety

1. Location of [Chemical Hygiene Plan \(PDF\)](#), [Hazardous Waste Guidance](#), SDS, Standard Operating Procedures
2. Chemical and compressed gas storage, labeling, inventory, proper use
3. Handling of solid waste, liquid waste, broken glass, razor blades, needles/syringes
4. Chemical spill kit location and procedures

### Biological Safety

1. Location of [Biological Safety Manual \(PDF\)](#), [Biohazardous Waste Manual \(PDF\)](#), Task-Specific Procedures
2. Biological/toxin storage, labeling, inventory, and proper use
3. Mechanical pipettor use and disinfection
4. Handling, decontamination, and disposal of solid waste, liquid waste, broken glass, razor blades, needles/syringes
5. Disinfectant and decontamination procedure; biological spill kit location and maintenance. Review disinfectants used in your facility, including expiration date, PPE, contact time, and when to use each type.

## Bloodborne Pathogens

1. Location of [Exposure Control Plan \(PDF\)](#), [Biohazardous Waste Manual \(PDF\)](#), [Source Protocol](#) (if source is known), Annual Review of Safer Sharps Form, Safer Sharps Evaluation Forms
2. Human material/bloodborne pathogen storage, labeling, inventory, and proper use
3. Safer sharps
4. Handling, decontamination, and disposal of solid waste, liquid waste, broken glass, razor blades, needles/syringes
5. Disinfectant and decontamination procedure; biological spill kit location and maintenance. Review disinfectants used in your facility, including expiration date, PPE, contact time, and when to use each type.

## Radioactive Materials

1. Location of [Radiation Safety Manual \(PDF\)](#), postings, standard operating procedures, survey and calibration records, RSO contact information
2. Isotopes and chemical/physical forms used, location of radioactive material work areas and equipment, radioactive materials labels/signs
3. Survey/monitoring equipment and procedure, instruments used for radioactive work, dosimeter badge requirements
4. Location, handling, and labeling of radioactive waste
5. Contamination response

## X-Ray Machines

1. Location of postings, procedures, [Radiation Safety Manual \(PDF\)](#), State Rules
2. Signs, labels, PPE requirements
3. Safe operation of the x-ray equipment, dosimeter badge requirements

## Laser

1. Location of [Laser Safety Manual \(PDF\)](#), Standard Operating Procedures
2. Laser hazards present in lab
3. Labeling, warning systems, interlocks, and other safety systems

## Emergencies

1. Emergency contacts
2. Emergency and exposure response procedures, including place of medical evaluation, evacuation routes and assembly points.
  - a. Emergency
  - b. Injuries
  - c. Tornado
  - d. Fire
  - e. Shelter in place
  - f. Security
3. Location and proper use of eyewash, emergency shower, fire alarm, fire extinguisher.
4. Emergency, exposure, and contamination reporting requirements