

Annual Laboratory Site Specific Training Checklist

INSTRUCTIONS

- Required for all employees, students, volunteers and other personnel working with hazardous materials at MSU and satellite locations, including Principal Investigators (PI).
- Each time that you change jobs or move to a different lab that works with hazardous or regulated materials, this must be reviewed and completed prior to beginning work.
- Complete this annually and review all specific safety requirements associated with your job duties and laboratory/clinic requirements.
- Must be made available upon inspection request, either electronically or physically.
- **Review, sign and date annually at a minimum.**

Process

Using the MSU EHS online training and safety/compliance manuals, you can tailor the site-specific training to the individual's job duties or laboratories standard procedures. The PI may use this form or create their own using this form as a template. Contact EHS for assistance in creating a custom site-specific training form.

Under the completed column check off or initial what has been reviewed.. If it does not pertain to your work then write in NA for not applicable.

The PI is ultimately responsible for monitoring training of lab personnel and for completing site-specific training with each worker.

Checklist begins on next page.

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X = items to be reviewed for work type and material listed at top of column

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				

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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