# Lab-Specific Safety Training Record

The University of Minnesota requires documentation that all laboratory personnel have received Lab-Specific Safety Training annually. This training is provided by the Principal Investigator (PI) or their designee.

Principal Investigator: Date:

Department:

This checklist will assist the PI or Lab Supervisor in providing training as described in the OSHA Laboratory Safety Standard (29 CFR 1910.1450) and the University’s Research Safety Program. It is the Principal Investigator’s responsibility to ensure all laboratory personnel (employees, students, visiting researchers) have received training. This training must be provided initially, annually, and anytime there is a major procedural change. This record should be used as a guide for the topics to cover in the training. All hazards applicable to your research must be covered, including: chemical, biological, radiation, and physical hazards. Please check the items covered, have employees (including the lab PI) sign the final page, and keep this record for 5 years as documentation of the training.

In addition to lab specific training, University Health and Safety (UHS) recommends employees receive general safety refresher training annually. Please contact your [Department Safety Officer (DSO)](https://uhs.umn.edu/node/2521) for information regarding this training. Additional task-specific training may also be required based on the hazards in your lab, these may be found on the [UHS Training site](https://uhs.umn.edu/university-health-safety/training/uhs-training).

**Review the following**

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| **General** | |
|  | Where to access [UHS safety training modules](https://uhs.umn.edu/university-health-safety/training/uhs-training) |
|  | Where to access your [Lab-Specific Safety Plan](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/lab-safety-plan-toolkit/lab-safety-plan) and the policies within |
|  | Procedures for [working alone](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-10/fs_working_alone_may_2016.pdf) or after-hours as well as instructions on procedures that will be performed alone, including safety measures |
|  | Food and beverages restrictions in labs and hazardous areas |
|  | Location of signage including hazard communication, [door signs](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/chemical-hygiene-plan/2-laboratory-2), and emergency plans |
|  | [Lab-specific standard operating procedures](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/chemical-hygiene-plan/5-experiment-1) (SOPs) |
|  | Physical and health hazards associated with the lab activities |
|  | Methods and observation techniques to determine the presence or release of hazardous materials, including signs and symptoms associated with personal exposure to hazardous materials in the lab |
|  | Recent laboratory inspections and self-evaluations |
|  | Proper [housekeeping](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-09/fs_lab_housekeeping_aug_2016.pdf) and [decontamination](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/chemical-hygiene-plan/2-laboratory-7) of laboratory equipment and work areas |
|  | Procedures for [transporting hazardous materials](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/chemical-hygiene-plan/7-chemical-2) safely across campus, off campus, or shipping hazardous materials |

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| **Emergency Response** | |
|  | [Emergency procedures](https://uhs.umn.edu/department-environmental-health-safety/regulated-waste/emergencies-and-chemical-spills) including evacuations and [spill clean-up](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-10/fs_chemical_spills_may_2018_ak_jo.pdf) |
|  | Current information posted on the [Emergency Procedures Plan](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-10/emergency_procedures_0.docx) by the door for incidents, including where to meet in the event of an evacuation |
|  | [Eyewash](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-09/fs_eyewash_oct_2016.pdf) locations, use, visual inspection, and flushing requirements |
|  | Location of emergency equipment including spill kits, fire extinguishers, AEDs, and alarms |
|  | [Handling incidents in the lab](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/chemical-hygiene-plan/9-emergency) including exposures, needle sticks and applying first aid |
|  | Review [injury and incident reporting procedures](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/chemical-hygiene-plan/10-medical-3) |
|  | How to contact [UMN Facilities Management](https://facilities.umn.edu/) in the event of odors, outages, water events, or if damage to your facility occurs |

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| **Personal Protective Equipment** | |
|  | [PPE requirements](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/chemical-hygiene-plan/6-safety-2) for personnel including selection, maintenance, and disposal of gloves, lab coats, etc. |
|  | Proper [PPE removal](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-10/fs_glove_guide_dec_2019_ts_lrs.pdf) before entering public spaces |

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| **Physical Hazards** | |
|  | [Equipment listing requirements](https://facilities.umn.edu/our-services/lab-equipment-purchasing) (e.g., UL, etc.) |
|  | General [electrical safety](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-10/fs_electrical_safety_nov_2018_as_final.pdf) |
|  | Machine guarding requirements |
|  | Safety during [field work](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-10/University%20of%20MN%20Field%20Research%20Safety%20Program.pdf) |

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| **Chemical Hazards** | |
|  | Storage location of chemicals and their segregation by compatibility |
|  | Requirements for [chemical labeling](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-10/gd_non-manufacturer_container_labeling_apr_2020_jo_0.pdf) and hazard communication on containers |
|  | Proper use and handling of hazardous chemicals and gases ([Hazard Class SOP Templates](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/lrs-document-library)) |
|  | [Chemical inventory](https://www.dehs-tools.umn.edu/Chematix/) reconciliation (required annually) |
|  | Use of specific chemicals that would warrant [exposure monitoring](https://uhs.umn.edu/department-environmental-health-safety/industrial-hygiene/exposure-monitoring) (e.g., formaldehyde) |
|  | Location of [Safety Data Sheets](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/chemical-hygiene-plan/4-training/43) |
|  | Safe use of [Chemical Fume Hoods](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-10/fs_fume_hood_oct_2018_jo_final.pdf) (e.g., sash height, blast shields, clutter, air flow testing) |
|  | Use of other engineering controls (e.g., snorkels, canopies, purges, room ventilation, vented cabinets) |
|  | [Controlled Substances](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/controlled-substances/controlled) records are updated |

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| **Biological Hazards** | |
|  | Annual [Bloodborne Pathogen](https://uhs.umn.edu/biosafety-occupational-health/biosafety/biosafety-training-requirements) training when working with human/nonhuman primate material, or Bloodborne Pathogens |
|  | Proper work with [biological materials and toxins](https://uhs.umn.edu/biosafety-occupational-health/biosafety/working-safely-biological-materials-and-toxins) including review of approved biological material SOPs |
|  | [Proper use of biological lab equipment](https://uhs.umn.edu/biosafety-occupational-health/biosafety/laboratorysafety-equipment), including biological safety cabinets, autoclaves, and centrifuges. |
|  | Proper disposal of [biohazardous and infectious waste](https://uhs.umn.edu/biosafety-occupational-health/biosafety/biohazardous-and-infectious-waste) |
|  | [Biological Decontamination & Spill Clean-up Plan Template](https://uhs.umn.edu/biosafety-occupational-health/biosafety/biosafety-fact-sheets-and-templates) (choose by campus location) |
|  | [Biological spill procedures](https://uhs.umn.edu/biosafety-occupational-health/biosafety/incidents-emergencies/biological-spills) |

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| **Radioactive Material Hazards** | |
|  | Annual refresher training for researchers with access to posted radioactive material use areas |
|  | Annual [Radioactive Material User Training](https://uhs.umn.edu/university-health-safety/training/uhs-training) when working with radioactive materials |
|  | Contamination Surveys and instrumentation use |
|  | Personnel monitoring, [dosimetry](https://uhs.umn.edu/node/1741), and review of [prenatal exposure guide](https://www.health.state.mn.us/communities/environment/radiation/docs/radioactive/prenatalexposure.pdf) |
|  | [Radioisotope spills and emergencies](https://uhs.umn.edu/department-radiation-safety/radioactive-materials-incidents-and-spills) |

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| **Chemical Waste** | |
|  | Applicable [regulated waste requirements](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/chemical-hygiene-plan/8-chemical-waste) |
|  | Processes and locations for [proper chemical waste disposal](https://uhs.umn.edu/department-environmental-health-safety/regulated-waste/hazardous-waste-disposal-procedures) in your department |
|  | Procedures for disposal of highly toxic chemicals, carcinogens or [chemotherapeutics](https://uhs.umn.edu/sites/uhs.umn.edu/files/2021-10/fs_chemotherapy_waste_dec_2018_joak_final.pdf) |
|  | Correctly labeling and storing hazardous chemical waste and waste containers |
|  | Disposal of broken glass, [additional waste streams](https://uhs.umn.edu/department-environmental-health-safety/lab-research-safety/chemical-hygiene-plan/8-chemical-18), and how to prep glass bottles for recycling |

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| **Occupational Health and Industrial Hygiene** | |
|  | Respiratory Protection Program [medical evaluation, training, and fit testing](https://uhs.umn.edu/biosafety-occupational-health/occupational-health/respiratory-protection-program) when required to or voluntarily wearing a respirator |
|  | Research and Occupational Health [training requirements](https://uhs.umn.edu/biosafety-occupational-health/occupational-health/programs-and-instructions/research-occupational-0) and immunizations when working with animals |
|  | Annual Laboratory Animal Allergen [training](https://uhs.umn.edu/biosafety-occupational-health/occupational-health/programs-and-instructions/animal-allergen) where research activities involving rabbits or rodents occur and where employees are exposed for more than one hour per week |
|  | Annual Hearing Protection [training](https://uhs.umn.edu/biosafety-occupational-health/occupational-health/programs-and-instructions/hearing-conservation) when potential for exposure to high levels of noise |
|  | Location and contact information for [Occupational Health Clinic](https://uhs.umn.edu/biosafety-occupational-health/occupational-health/clinical-services)al Services |
|  | Proper [ergonomics](https://uhs.umn.edu/department-environmental-health-safety/industrial-hygiene/ergonomics-programs) in the workplace (e.g., lab, office, etc.) |

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| **Additional Site-Specific Topics (Describe any additional topics covered during the training)** | |
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**Certification:**

In accordance with the OSHA Laboratory Safety Standard and the University’s Research Safety Program, the individuals listed below have been provided with Lab-Specific Safety Training.

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| **Printed Name** | **Signature** | **Date** |
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**I certify that the topics indicated on this training checklist were covered (as applicable) in this training session.**

**Date of training:**

**Instructor: Signature:**

**PI: Signature:**