Laboratory Safety Training Checklist and Documentation

Name / Date ____________________________________________

Department / Group _______________________________________

Net ID ____________________________________________________________________________

UIN ________________________________________________________________________________

undergrad or grad _______________________

Advisor [Prof.] / Supervisor [TA, RA, Staff] ____________________________________________

Graduation Date _________________________________________________________________

Cell phone number _________________________________________________________________

Campus Location: 4020 & 4026 ECEB

Part A: The following trainings are required by all personnel before starting work in a lab:

☒ Reading the DRS Laboratory Safety Guide
☒ General Laboratory Safety Training (DRS online training)
☒ Laboratory Specific Orientation
  ☒ Location and use of safety equipment
      (PPE, safety shower, eye wash, spill kit, fire extinguisher)
  ☒ Access to safety data sheets and other reference material
  ☒ Lab specific information and policies

Initial and date when completed:

Part B: DRS Trainings Based on the hazards in the laboratory, the P.I./lab manager should check what other trainings have to be completed:

DRS Online Trainings
☐ Chemical Management in Research Labs
☐ Hazardous Chemical Waste Procedures and Requirements
☐ Hydrofluoric Acid
☐ Understanding Biosafety
☐ Radioactive Materials Safety
☐ Radiation Safety Update
☐ Analytical X-ray Machine Safety
☐ Laser Safety
☐ Awareness Training for the Transport of Hazardous Materials
☐ Transportation of Infections Substances, Category B

DRS Live Trainings
☐ Safe Handling of Human Cell Lines/Materials in a Research Lab

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________________________________________________________________________
DRS Safety Library

Biological Safety
☐ Biosafety Lab Supplies
☐ Biotoxins Management and Handling
☐ Protecting Vacuum Lines from Biohazards
☐ Storage of Risk Group 2 Biological Materials

Chemicals
☐ Aqua Regia
☐ Bases-Hydroxides
☐ Chemical Compatibility
☐ Chemical Hazard Classification (GHS)
☐ Chemical Storage
☐ Compressed Gas Cylinder Safety
☐ Cryogens and Dry Ice
☐ Cyanides
☐ Diazomethane
☐ Flammable Liquids
☐ Formaldehyde
☐ Hydrofluoric Acid (HF)
☐ Labeling Chemicals
☐ Mercury
☐ Mineral Acids
☐ Nanomaterials
☐ Oxidizers
☐ Perchloric Acid
☐ Peroxide Forming Chemicals
☐ Piranha Solutions
☐ Potentially Explosive Experiments
☐ Pyrophoric Materials
☐ Scale-Up Reaction Safety
☐ Sodium Azide

Laboratory Procedures/Practices
☐ Closeout Procedures
☐ Laboratory Housekeeping
☐ Laboratory Set-up Requirements

Safety Equipment
☐ Biological Safety Cabinets
- Chemical Fume Hoods
- Emergency Eyewashes and Showers
- Personal Protective Equipment

**Laboratory Equipment**
- Anaerobic Chamber Safety
- Autoclave Safety and Operation
- Electrical Safety in the Laboratory
- Vacuum Safety

**Regulatory Information**
- DEA Controlled Substances Guide

**Radiation Safety**
- Calculators and Tools
- Deactivating a Radiation Laboratory
- Forms of Working with Radioactive Materials
- Radiation Safety Manual

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**Part C: Initial Lab Specific Training** - The following are trainings developed in the lab and must be completed before beginning work. (e.g., Standard Operating Procedures, lab policies, other trainings developed by lab)

<table>
<thead>
<tr>
<th>Description of Training</th>
<th>Provided By</th>
<th>Date and Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical storage and waste</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>Red HV [High Voltage] Emergency Off button, north wall, for ceiling HV rail</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>GFCI [Ground Fault Circuit Interrupt] Red Emergency Off button, north wall, for 208 V 3-phase AC socket near water supply</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>Motor Guards for rotating shafts and couplers protocol</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>Drill Bit Cover for Stationary Drill</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
</tbody>
</table>
**Part D: Ongoing Training**  The following is documentation of additional safety trainings that were not available or not required during the initial safety training. (e.g., Safety refreshers, new DRS trainings)

<table>
<thead>
<tr>
<th>Description of Training</th>
<th>Provided By</th>
<th>Date and Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Covers over all HV [High Voltage] PS [Power Supplies] exposed terminals</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>No daisy chaining of power cords or strips</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>Warning tape around any area with possible exposed HV [High Voltage] &amp; HV safety covers &amp; warning tree [red, danger, do not enter]</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>Sharps Disposal containers and solder needles</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>Lead solder and electronics orange disposal containers, not in garbage</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>Safety Glasses use</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>Using Earth Ground on HV [High Voltage] panels [50 A] following safety protocol</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
<tr>
<td>Using Nederman vacuum filter for fumes when soldering</td>
<td>Kevin Colravy</td>
<td></td>
</tr>
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