**Laboratory Safety Training Checklist and Documentation**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

 **initial and date when completed:**

[x]  Reading the DRS [Laboratory Safety Guide](http://www.drs.illinois.edu/site-documents/LaboratorySafetyGuide.pdf)/Chemical Hygiene Plan

[x]  Laboratory Safety Training (DRS online training)

[x]  Laboratory Specific Orientation

[x]  Location and use of safety equipment

 (PPE, safety shower, eye wash, spill kit, fire extinguisher)

[x]  Access to safety data sheets and other reference material

[x]  Lab specific information and policies

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

## DRS Online Trainings (Completion will be documented in the DRS database)

[ ]  Analytical X-ray Safety

[ ]  Awareness training for transport of HazMat

[ ]  Chemical Safety: An Introduction

[ ]  Chemical Spills

[ ]  Compressed Gas Safety

[ ]  Cryogen Safety

☐ Electrical Safety: Fundamentals

☐ Electrical Safety: Risk Assessment

☐ Electrical Safety: Recommended Practices

[ ]  Fire Extinguisher Training

[ ]  Formaldehyde Safety

[ ]  Hydrofluoric Acid Training

[ ]  Laser Safety

[ ]  Nanomaterials Safety

[ ]  NIH Guidelines Overview

[ ]  Radiation Safety Awareness Training

[ ]  Radioactive Materials Safety

[ ]  Radioactive Detection Instruments

[ ]  Risk Assessment for Research Procedures

[ ]  Transportation of Infectious Substances, Category B

[ ]  Understanding Biosafety

## DRS Live Trainings (Completion will be documented in the DRS database)

[ ]  Safe Handling of Human Cell Lines/Materials in a Research Lab

## DRS Safety Library (Please document training with initials and date)

### Biological Safety

☐ [Biological Samples Stored in Liquid Nitrogen](https://www.drs.illinois.edu/Page/SafetyLibrary/BiologicalSampleStorageInLiquidNitrogen)

[ ]  [Biosafety Level 2 Guide](http://www.drs.illinois.edu/site-documents/BL2Guide.pdf)

[ ]  [Biotoxins Management and Handling](https://www.drs.illinois.edu/SafetyLibrary/BiotoxinsManagementAndHandling)

[ ]  [Campus Exposure Control Plan](http://www.drs.illinois.edu/site-documents/IllinoisExposureControlPlan.pdf)

[ ]  [Protecting Vacuum Lines from Biohazards](https://www.drs.illinois.edu/SafetyLibrary/ProtectingVacuumLines)

[ ]  [Storage of Risk Group 2 Biological Materials](https://www.drs.illinois.edu/SafetyLibrary/RiskGroup2BiologicalMaterialsStorage)

### Chemical Safety

[ ]  [Acids](https://www.drs.illinois.edu/SafetyLibrary/MineralAcids)-Mineral Acids

[ ]  [Aqua Regia](https://www.drs.illinois.edu/SafetyLibrary/AquaRegia)

[ ]  [Battery Safety](http://www.drs.illinois.edu/SafetyLibrary/BatterySafety)

[ ]  [Bases-Hydroxides](https://www.drs.illinois.edu/SafetyLibrary/BasesHydroxides)

[ ]  [Chemical Compatibility](https://www.drs.illinois.edu/SafetyLibrary/ChemicalCompatibility)

[ ]  [Chemical Hazard Classification (GHS)](https://www.drs.illinois.edu/SafetyLibrary/ChemicalHazardClassification)

[ ]  [Chemical Storage](https://www.drs.illinois.edu/SafetyLibrary/ChemicalStorage)

[ ]  [Compressed Gas Cylinder Safety](https://www.drs.illinois.edu/SafetyLibrary/CompressedGasCylinderSafety)

[ ]  [Cryogens and Dry Ice](https://www.drs.illinois.edu/SafetyLibrary/CryogensAndDryIce)

[ ]  [Cyanides](https://www.drs.illinois.edu/SafetyLibrary/Cyanides)

[ ]  [Diazomethane](https://www.drs.illinois.edu/SafetyLibrary/Diazomethane)

[ ]  [Flammable Liquids](https://www.drs.illinois.edu/SafetyLibrary/FlammableLiquids)

[ ]  [Formaldehyde](https://www.drs.illinois.edu/SafetyLibrary/Formaldehyde)

[ ]  [Health Effects of Chemical Exposure](http://www.drs.illinois.edu/SafetyLibrary/HealthEffectsOfChemicalExposure)

[ ]  [Hydrofluoric Acid (HF)](https://www.drs.illinois.edu/SafetyLibrary/HydrofluoricAcid)

[ ]  [Labeling Chemicals](https://www.drs.illinois.edu/SafetyLibrary/LabelingChemicalsInLaboratories)

[ ]  [Mercury](https://www.drs.illinois.edu/SafetyLibrary/Mercury)

[ ]  [Nanomaterials](https://www.drs.illinois.edu/SafetyLibrary/Nanomaterials)

[ ]  [Oxidizers](https://www.drs.illinois.edu/SafetyLibrary/Oxidizers)

[ ]  [Perchloric Acid](https://www.drs.illinois.edu/SafetyLibrary/PerchloricAcid)

[ ]  [Peroxide-Forming Chemicals](https://www.drs.illinois.edu/SafetyLibrary/PeroxideFormingChemicals)

[ ]  [Piranha Solution](https://www.drs.illinois.edu/SafetyLibrary/PiranhaSolutions)

[ ]  [Potentially Explosive Experiments](https://www.drs.illinois.edu/SafetyLibrary/PotentiallyExplosiveExperiments)

[ ]  [Pyrophoric Materials](https://www.drs.illinois.edu/SafetyLibrary/PyrophoricMaterials)

[ ]  [Scale-Up Reaction Safety](https://www.drs.illinois.edu/SafetyLibrary/ScaleUpReactionSafety)

[ ]  [Sodium Azide](https://www.drs.illinois.edu/SafetyLibrary/SodiumAzide)

### Safety Equipment

[ ]  [Biological Safety Cabinets](https://www.drs.illinois.edu/SafetyLibrary/BiologicalSafetyCabinets)

[ ]  [Chemical Fume Hoods](https://www.drs.illinois.edu/SafetyLibrary/ChemicalFumeHoods)

[ ]  [Personal Protective Equipment](https://www.drs.illinois.edu/SafetyLibrary/PersonalProtectiveEquipment)

### Laboratory Equipment

[ ]  [Anaerobic Chamber Safety](https://www.drs.illinois.edu/SafetyLibrary/AnaerobicChamberSafety)

[ ]  [Autoclave Safety and Operation](https://www.drs.illinois.edu/SafetyLibrary/AutoclaveSafetyAndOperation)

[ ]  [Electrical Safety in the Laboratory](https://www.drs.illinois.edu/SafetyLibrary/ElectricalSafetyInTheLaboratory)

☐ [Sharps Safety](https://www.drs.illinois.edu/Page/SafetyLibrary/SharpsSafety)

[ ]  [Vacuum Safety](https://www.drs.illinois.edu/SafetyLibrary/VacuumSafety)

### Radiation Safety

[ ]  [Radiation Safety Manual](https://www.drs.illinois.edu/site-documents/RadiationSafetyManual.pdf)

### Laser Safety

☐ [Laser Classification](https://www.drs.illinois.edu/SAfetyLibrary/LaserClassification)

[ ]  [Laser Hazards and Control Measures](https://www.drs.illinois.edu/SafetyLibrary/LaserHazardsandControlMeasures)

### Laboratory Procedures/Practices

[ ]  [Laboratory Housekeeping](https://www.drs.illinois.edu/SafetyLibrary/LaboratoryHousekeeping)

***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)*

|  |  |  |
| --- | --- | --- |
| **Description of Training** | **Provided By**  | **Date and Initials** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***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)*

|  |  |  |
| --- | --- | --- |
| **Description of Training** | **Provided By** | **Date and Initial** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |