Temple University
Environmental Health and Radiation Safety

LABORATORY-SPECIFIC TRAINING CHECKLIST

Principal Investigators (PIs), Laboratory Supervisors and Instructors are responsible for ensuring that all laboratory personnel receive adequate training to understand the hazards present in their work area. Training must occur prior to assignment involving potential exposure to chemicals.

Trainee Name:	**TU ID #:**	**Job Title:**
Supervisor/Designated Trainer Name:	**TU ID #:**	**Department:**

LABORATORY SPECIFIC TRAINING	
The training topics below are required for all laboratory personnel and are to be covered by the Laboratory PI, Supervisor, Instructor or designee. Refer to the TU Chemical Hygiene Manual for additional information.	
✓	Successfully completed all required University and EHRS trainings.
✓	Orientation on the content and location, including how to access the: • Chemical Hygiene Manual & EHRS published information on Laboratory Safety & Chemical Hygiene • Lab-specific Standard Operating Procedures & High Hazard Operating Procedures (HHOP) • Other Lab-specific information or safe work practices.
✓	Shown how to quickly access Safety Data Sheets (SDS) for materials used in the laboratory.
✓	Notified if PI/Supervisor/Instructor approval is required before using certain hazardous chemicals.
✓	Trained on the hazards in the lab and how to detect the presence or release of hazardous chemicals and the basic signs and symptoms of chemical overexposure. Includes methods for finding exposure limits for chemical used in the lab.
✓	Informed that if a new hazard is introduced into the lab, additional training may be required.
✓	Instructed on the correct use of chemical fume hoods, chemical storage cabinets, refrigerators, and other equipment and engineering controls specific to the lab.
✓	Instructed on the types of personal protective equipment (PPE) that are required for specific tasks and know how to obtain, use and maintain such equipment.
✓	Shown the location and how to use eyewash stations and emergency showers.
✓	Instructed on the various chemical waste streams generated in the lab and how to identify, manage and dispose of chemical waste according to TU chemical waste disposal procedures and guidelines.
✓	Instructed on lab emergency procedures including spill management; informed of spill kit location; emergency contact list and how to activate an emergency response.

ADDITIONAL SPECIFIC TRAINING
Use this section for any additional safety training required in your laboratory due to unusual hazards (e.g. perchrloic acid fume hood use).

VERIFCATION OF TRAINING: I verify that the lab specific training items/topics were reviewed and understood.

Trainee Signature:	**Date:**
Supervisor/Designated Trainer Signature:	**Date:**

THE LABORATORY PI, SUPERVISOR, AND/OR INSTRUCTOR MUST MAINTAIN A COPY OF THIS RECORD