



Laboratory-Specific Training Checklist

Updated June 27, 2024

To promote a safe work environment and assure compliance with the OSHA Laboratory Standard, 29 CFR 1910.1450; the Louisiana Office of Risk Management (ORM); and the CDC BMBL (current version), Section III, all laboratory personnel are to receive laboratory-specific training at the time of initial assignment and a minimum of annually thereafter. Training is also required prior to assignments involving exposure to new or additional hazards or potential hazards.

Principal Investigators and/or laboratory supervisors will train their staff on the specific practices and techniques required to ensure safety in the conduct of their research and safety procedures for dealing with accidents related to their work. The attached checklist is provided as a guide for documenting this training. The checklist includes several procedures and policies generated by Environmental Health and Safety (EH&S) that may be applicable to your laboratory and should also include any Standard Operating Procedures (SOPs) related to your protocols (e.g., IBC protocol) and procedures. The attached SOP template and sample SOPs are provided to assist you with developing SOPs. There is no requirement that your SOPs follow the format or structure of the attached template and examples; the template and sample SOPs simply display what type of information should ideally be included in an SOP (description of potential hazards, PPE requirements, links to resources, etc.). Each SOP that an individual employee is trained on should be included in that employee's training record.

To complete this checklist, please have the trainee initial on the line next to each item to confirm that they have been trained on the indicated item. For any sections that do not apply to *any* work done in your laboratory, please indicate "Not Applicable" (N/A). This training will be refreshed annually, and records kept on file and be accessible for review.

If you have any questions, or if you would like additional guidance or assistance, please contact EH&S at safety@lsuhsc.edu or at (504) 568-6585.

Employee Name _____	Department _____
Building _____ Room _____	Phone _____
Trainer _____	Date of Training _____

Please attach copies of all laboratory SOPs, including IBC protocols, on which this employee is trained.

Biological

At what Biosafety Level (BSL) do you work? _____

- [Standard Operating Procedures for Safe Operation of Biological Safety Cabinets](#) _____
- [Standard Operating Procedures for Safe Operation of Autoclaves](#) _____
- [Standard Operating Procedures for Safe Handling of Sharps](#) _____
- [Standard Operating Procedures for Routine Decontamination](#) _____
- Laboratory emergency contact information _____
- NIH OBA Guidelines _____
- Lab-specific rDNA processes and procedures _____
- [Biological Material Vacuum Aspiration Procedures](#) _____

Chemical

- The [LSUHSC Chemical Hygiene Plan](#) including referenced Policies and Procedures _____
- LSUHSC [High Hazard Chemical Policy](#) _____
- [Laboratory's High Hazard Chemical SOPs](#) _____
- I am aware of the location of the laboratory's SDS and have been trained in their use _____
- [Standard Operating Procedures for Safe Operation of Chemical Fume Hoods](#) _____
- [Hazard Communication Program](#) _____

Radiological

- [Radiation Survey Meter Policy and Operations](#) _____
- [Radiation Survey Meter – Scan Procedures](#) _____
- [Radiation Survey Wipe Test Policy and Procedures](#) _____
- [Radiation Safety – Liquid Scintillation Counter Use and Procedures](#) _____
- [Radiation Spill Response Procedures](#) _____